

Job description:

Nursing unit manager

Job Description

Department

Nursing

Reports to

Director of Nursing, Assistant Director of Nursing

Reporting to this position

Clinical Nurses, Certified Nursing Assistants, Unit Clerks and Support Staff

Job Classification

Administrative/Management

Position Purpose

Assists the Director of Nursing; plans, develops, organizes, and coordinates day to day functions of the unit.

Required Qualifications

Minimum requirements include the following:

- v A nursing degree from an accredited college or university,
- v Minimum two (2) years of experience providing direct care in long-term care, restorative or geriatric setting as an LPN/RN.
- v Minimum (1) year of experience in nursing management.
- v Current CPR Certification.

Must also meet state requirements for relevant licensures or certifications and have no disciplinary action in effect against professional license.

Major Duties and Responsibilities

Plans, develops, organizes, implements, and directs nursing services for residents on the unit assigned.

Ensures compliance with current applicable federal, state and local regulations and facility policies and procedures.

Reviews complaints and grievances made or filed by staff. Makes appropriate reports to the Director of Nursing as required or as necessary.

Ensures an adequate stock of medications, medical supplies, equipment, etc., is maintained on the unit at all times to adequately meet the needs of the resident and notifies appropriate personnel of needs.

Assists in the development of written preliminary and comprehensive assessments of the nursing needs of each resident.

Makes nursing/aide assignments as indicated.

Encourages staff to attend and participate in outside training programs and schedules times as appropriate.

Review nurses' notes to ensure they are informative and descriptive of the nursing care being provided, that they reflect the resident's response to the care, and that such care is provided in accordance with the resident's wishes.

Additional Assigned Tasks

v Treats all residents with dignity and respect. Promotes and protects all residents' rights.

v Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.

v Follows appropriate safety and hygiene measures at all times to protect residents and themselves.

v Maintains confidentiality of protected health information, including verbal, written, and electronic communications.

v Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.

v Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.

v Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.

- v Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- v Reports work-related injuries and illnesses immediately to supervisor.
- v Follows established infection control policies and procedures.
- v As a condition of employment, completes all assigned training and skills competency.
- v Completes assigned portions of MDS. Attends care-plan meetings of assigned residents.
- v Participates in QAPI or facility assessment activities as needed, such as carrying out duties assigned as part of a performance improvement committee
- v Accepts licensed nurse assignments, as staffing needs require. Performs licensed nurse duties as assigned, in accordance with facility policies and procedures.
- v Uses proper lifting and body mechanics while delivering care to residents.

Personal Skills and Traits Desired/Physical Requirements/Working Conditions

- v Ability to read, write, speak and understand the English language.
- v Must be a supportive team member, contribute to and be an example of team work.
- v Ability to make independent decisions when circumstances warrant such action.
- v Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- v Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- v Must be able to relay information concerning a resident's condition.
- v Must not pose a threat to the health and safety of other individuals in the workplace.
- v Must be able to move intermittently throughout the workday.
- v Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- v Ability to work beyond normal working hours and on weekends and holidays when necessary.
- v Ability to assist in evacuation of residents during emergency situations.
- v Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.

- v May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- v Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- v May be subject to hostile or emotional residents, family members, visitors or personnel.
- v Must possess leadership and supervisory ability and be willing to work harmoniously with and supervise other personnel.
- v Ability to work beyond normal working hours and on weekends/holidays when necessary.
- v Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- v Effective verbal and written communication skills.
- v Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- v Basic computer skills, including ability to navigate electronic medical record systems.
- v Positive interpersonal relationship skills, including with persons of all ages and cultures.
- v Communicates with medical staff, nursing personnel, and other department heads.
- v Subject to call back for emergency situations.
- v Subject to work beyond scheduled working hours and on weekends and holidays as needed.
- v Dexterity of hands and fingers to perform resident care.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position. Periodic revision may be necessary to reflect changes in expectations placed on the long-term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. Unsatisfactory: Achieves results that are far less than the standards identified for the performance factors rated.
2. Needs Improvement: Achieves results that are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. Meets Standards: Achieves results that meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. Exceeds Standards: Achieves results that usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of [Facility Name] to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].