

**McCone County Health Center**  
**605 Sullivan Avenue Circle,**  
**Montana 59215**

**RESPONSIBLE TO:** DIRECTOR OF NURSING

**POSITION SUMMARY:** A licensed professional nurse who is responsible for supervising and administering nursing care to meet resident care needs and to provide physicians with optimal service, in a cost-effective manner. Primarily works with geriatric residents or any age group in the CAHIER setting.

**JOB RELATIONSHIPS:** Supervises certified nurse aides and resident assistants, if applicable, on assigned shift.

**ESSENTIAL FUNCTIONS:**

1. Responsible for the administration of medications and treatments to residents.
  - a. Assures that medications and treatments have been administered according to physician's orders and are documented accurately.
  - b. Performs treatments as ordered by physician in an accurate and timely manner.
  - c. Documents all information thoroughly and accurately.
  - d. Performs venipuncture or gets RN/LPN certified to do this procedure.
  - e. I.V. medications are administered and managed by the R.N. or as described in L.P.N. nurse practice.
  - f. Obtains medications as necessary from Pharmacy when required to assure that physician's orders are followed in a timely manner. These are checked out one at a time according to Pharmacy Policy.
  
2. Daily, reviews physical and emotional status of residents and implements . required intervention as necessary. Is also responsible for continuity of care of Nursing Home residents.
  - a. As a minimum, visits each resident at least once each shift.
  - b. Reviews resident's physical and emotional status.
  - c. Follows up on any resident problems reported by any nursing member, other staff members, or family concerns or requests.
  - d. Sees that quality resident care is given to each resident in accordance with standards; Medicare & Medicaid requirements, facility's policies & procedures, safety policies & procedures and is evidenced by documentation on care plans, records & direct feedback.
  - e. Acts as liaison between residents' physicians and family success of which is evidenced by resident and/or family properly carrying out instructions & feedback from physician and/or family.
  - f. Acts as liaison between physician and resident care team when necessary. Effectiveness evidenced when physician's orders are carried out promptly,

accurately & communications are clear, documented and used on the Nursing Care Plan.

- g. Question medical provider, when necessary, when communication is not clear, as evidenced by no documented errors and/or negative feedback.
  - h. Monitors medication treatment assignments, other records current and CNA documentation.
  - i. Assists the staff with development and usage of nursing care plans as evidenced by care plans being current. Appropriate goals and approaches re-evidenced in care plan and revisions are made based on individual needs.
  - j. Knows policies and procedures pertaining to patient/residents' rights & responsibilities and is responsible for implementing them.
  - k. Assures that all staff members respect dignity of each resident, including those who are cognitively impaired and/or combative/aggressive. Refrains from using abusive language and/or actions in delivery of resident care. Reports any concerns and/or problems to Director of Nursing in timely manner.
3. Directs the nursing care on an assigned shift, in a manner reflective of the facility's philosophy and objectives. Assures compliance with State & other relevant standards.
4. Responsible to note attending medical provider & family of any changes in resident's condition requiring medical attention and documenting appropriately in the resident's medical records.
- a. Unexpected changes in resident's status are noted and reported to physician. Documentation is completed in resident's record.
  - b. Assures that family is notified when necessary.
5. Responsible for performing and review of resident assessments and planning safe, efficient, economical nursing care based on these assessments.
- a. Assists with resident care planning and quality assurance activities as necessary.
6. Responsible for the supervision of nursing personnel.
- a. Reviews work responsibilities of CNA's, teaching & guiding as necessary and consulting with situations indicate.
7. Responsible for assigning appropriate staff members to meet nursing care needs for shift based on residents' conditions.
- a. Prepares work sheet for shift & reviews, explains, and updates it during
  - b. Assists in all emergency situations.
  - c. Feeds difficult residents & assist with care of difficult residents as necessary.

- d. Assesses nursing care needs by receiving report from Charge Nurse on previous shift & resident rounds.
  - e. Assures proper oral hygiene for resident's is being done.
8. Promotes an environment in which the resident care team can work cooperatively toward achieving nursing objectives.
- a. Acts as leader, model, dedicated to insuring delivery of optimal care to every resident & promotes comradely among the health care team, evidenced by quality of care & existence of cooperative.
  - b. Recognizes importance of resident activities and social services in total resident care and encourages participation as evidenced by documentation and resident/family feedback.
9. Responsible for providing staff with opportunities and monitoring of personal and professional growth.
- a. Participates as needed in the planning, directing, and evaluating of nursing personnel throughout the orientation process, as well as throughout continued performance.
  - b. Assists personnel in developing and achieving performance standards & objectives.
  - c. Recognizes inferior standards of nursing performance and guides staff toward increased efficiency and performance. Counsels when necessary and provides accurate documentation and communication to the Director of Nursing.
  - d. Delegates responsibilities within scope of personnel 's abilities. Evidenced by resident & personnel's needs being met.
- e. Recognizes own limitations and needs for professional growth and seeks assistance as necessary.
10. Acts as liaison between Nursing and Nursing Home Administration and staff as necessary.
- a. Accepts, interprets, and implements policies & procedures set forth by Nursing, CAH and Nursing Home Administration, to personnel residents and their families. Effectiveness evidenced by all following proper policies and procedures.
  - b. Participates in selected committee meetings for the purpose of providing input from and taking information back to the nursing staff. E.g. nurses meeting, committee meetings.

11. Promotes interdepartmental cooperation.
  - a. Maintains good working relationship between nursing and other departments.
  - b. Maintains and assists in promoting effective communication between Nursing and other departments.
  
12. Assures implementation of resident rights and responsibilities.
  - a. Accepts, interprets, and implements policies and procedures set forth by Nursing Home Administration and regulatory agencies. Effectiveness evidenced by all following proper policies and procedures.
  - b. Informs Director of Nursing of any deviation of resident rights or alleged abuse.
  
13. Works rotating shifts as scheduled.
  
14. Participates in resident teaching program.
  - a. Participates in planning and implementing of effective resident teaching programs and encourages self-care as appropriate to the resident's status. Effectiveness of which is evidenced by physician and resident's feedback, resident's performance and documentation.
  - b. Participates in the review and revision of these programs as necessary.
  
15. Assists in maintaining adequate supplies and equipment necessary for the delivery of care in accordance with the facility's philosophy & objectives.
  - a. Suggest equipment needs to Director of Nursing annually for budget considerations.
  - b. Informs Director of Nursing of any immediate supply and/or equipment needs not able to be met through regular procedures.
  - c. Participates in inventory procedures as necessary.
  
  - d. Monitors supply and equipment usage, being alert for and taking measures to avoid problems and control costs.
  
16. Assumes additional responsibilities as necessary.
  - a. Prepares written reports as necessary.
  - b. Serves as member of a nursing home committee.

#### **POLICIES AND PROCEDURES:**

1. CONFIDENTIALITY — maintains and assures confidentiality in all facility functions according to established policy and procedures.
  
2. Compliance with department policies.

- a. Refers to department/facility manuals for specific instructions or guidelines and asks questions as appropriate.
- b. Follows established individual department policies and procedures and takes responsibility to become familiar with them.
- c. Always adheres to the technical and ethical standards of his/her job description and the overall philosophy of the facility.
- d. Completes time sheet as per established procedure and assures accuracy of hours recorded.

3. Attendance/Punctuality:

- a. Provides proper notification of absence and tardiness via meeting absence request form.
- b. Reports to work on time.
- c. Observes regulations for lunch and break time.
- d. Takes responsibility for the appropriate management of accrued benefit hours.

4. Appearance/Hygiene/Health

- a. Observes facility's dress code or dress/hygiene guidelines.
- b. Practices good body mechanics.
- c. Has employee health screening tests done annually as stated in facility policies.
- d. Observes universal precautions and practices infection control policies.

5. Environmental/Electrical Safety:

- a. Assists in ensuring a clean and safe work environment. Reports faulty equipment or unsafe condition(s) to supervisor or maintenance department, cleans as assigned.
- b. Observes surrounding and reports verbally or in writing any problems or potential problems regarding patients, co-workers, visitors, etc., or to Director of Nursing.
- c. Routes electrical equipment to maintenance department for safety checks as requested by other staff or Director of Nursing.
- d. Assures that patient care lift and equipment is being used properly (i.e.; gait belts, or correct lifting techniques, etc.)

6. Fire and Internal/External Disaster

- a. Maintains familiarity with fire and disaster plan.
- b. Participates in drills.

7. Guest Relations:

- a. Is courteous and helpful to patients, visitors and physicians.
- b. Is courteous and helpful to other medical center staff members.
- c. Offers suggestions for improved or more efficient departmental/facility operations.
- d. In a positive manner, is supportive of McCone County Health Center's policy and procedural changes.

**QUALIFICATIONS:**

**A. Professional :**

1. Graduate of an accredited School of Nursing or Practical Nursing.
2. Additional education preparation in geriatric care and in administrative nursing techniques desirable, or other certification example; ACLS.
3. Current Montana license with annual renewal.
4. C.P.R. certification.

**B. Personal:**

1. Works effectively with others, possesses tact, discretion & diplomacy.
2. Demonstrates leadership and teaching ability.
3. Possesses the ability to work under pressure.
4. Must be able to read and write legibly and communicate well with others.

**SUPERVISION:** Under supervision of Director of Nursing or Assistant DON, performs routine daily nursing duties independently per established policies and procedures. Is also, responsible for the supervision of nursing personnel working on assigned shift.

**SCOPE AND EFFECT OF DECISIONS:** Position involves direct relationship to all residents, facility staff, physicians, volunteers, and public. Decision making and good judgment are required in all areas of nursing care as well as communication and leadership. Inappropriate actions or communications could result in poor quality resident care, poor public relations and/or undue costs to the facility.

**PHYSICAL DEMANDS:** Must have good visual, hearing and communication skills. Must be ambulatory to perform essential functions of position. Must be able to push medication carts, supply carts, etc. for delivery of patient care. Must be able to utilize nursing equipment used on floor. Must be able to lift, carry, push, or pull up to 50# occasionally moving patients/residents, gurneys, carts, and beds. Lift up to 25# frequently or up to constantly moving patients/residents, medical supplies, and equipment, etc. This job is a category I for risk hazard exposure.

**WORK ENVIRONMENT/EQUIPMENT USED:** Works in clean, well-lighted and ventilated area. Sits at desk periodically during shift; stands and/or walks during majority of work shift. Position involves exposure to blood, body fluids and/or tissues.

Uses a variety of equipment on nursing floor, including but not limited to: Telephone, paging system, wheelchairs, medication carts, Patient lifts, Oxygen equipment, suction equipment and respiratory equipment or any other ER specialty use equipment.