



**TITLE: REGISTERED NURS - RN**

**DEPARTMENT: NURSING**

**RESPONSIBLE TO: NURSE MANAGER**

**POSITION SUMMARY:**

Organizes and implements total resident care, following established Central Health Care, federal and state regulations and nursing standards of practice. Performs any or all professional and non-professional duties that arise within scope of practice. Monitor personnel and make independent personnel decisions. Maintains quality resident care in compliance with established policies and procedures, Resident Bill of Rights, and resident care policies. Sets an example for professionals and non-professionals in areas of general hygiene, resident approach and activities. Must be pleasant, respectful and courteous to residents, families, visitors and fellow employees.

**MAJOR JOB FUNCTIONS:**

Performs nursing tasks to assure resident needs are met.

- Assure resident safety
- Conduct resident rounds once per shift and as necessary.
- Obtains report.
- Order and receive medications from the pharmacy.
- Assesses and evaluates residents' condition, notifies RN Supervisor and call physicians, families, and key personnel as delegated.
- Oversees LPNs, TMA's and CNA work performance.
- Monitors resident needs, condition and care.
- Administers medications and treatments as ordered by the physician.
- Gathers information on all admits and initiates a resident's medical record.
- Monitors for side effects from medication given and reports to appropriate personnel.
- Follow narcotic policy and procedure.
- Accompanies physicians on rounds as necessary.
- Admits and discharges residents.
- Arranges for medical care away from facility as directed.
- Delegates responsibilities to nursing employees consistent with MN Nurse Practice Act.
- Ensures residents' care plans are implemented and followed.
- Ensures that all assessments and documentation is complete for shift worked.
- Ensures that all medication vials/solution bottles are dated when opened.
- Ensures that all medications prior to administration are not expired.

Reports and records resident information.

- Nurse's report consists of explanations for each reportable item with details from his/her own shift, any relevant data from the prior shift, and what action has been taken or is outstanding.
- Transcribes and executes physicians' orders.
- Completes charting as required by policies/procedures and state/federal regulations.
- Completes 24-hour census sheet.
- Updates nursing care plans per policy and procedure and as delegated by the Nurse Manager.
- Gives input to nursing care plans on admission.
- Completes Fall Report on residents as necessary.
- Immediately reports to supervisor any bruises or skin tears of an unknown origin.
- Immediately reports any suspected/witnessed abuse or neglect of a resident.
- Charts all pertinent observations.

Monitors and directs non-licensed personnel.

- CNA interaction involves direction for all CNAs whose shifts overlap the nurse's. The nurse prompts CNAs throughout the shift as he/she notes needs arising, and initiates inspection of the work performed by CNAs.
- Gives report to nursing personnel in assigned areas.
- Monitors care given by nursing personnel after assignments are completed.
- Assists with orientation and training of nursing personnel.
- Assists CNAs with assignments as necessary.
- Monitors and directs LPNs, TMA's, CNAs and volunteers as necessary.
- Provides input to supervisor regarding job performance of nursing and non nursing personnel.
- Performs miscellaneous duties.
- Follows and upholds Resident Bill of Rights and facility policies and procedures.
- Treats all resident information confidentially.
- Works in cooperation with other services for complete care of residents.
- Attends meetings and in services as deemed appropriate.
- Practices good safety habits and infection control habits.
- Responsible for resident and family teaching.
- Makes department referrals as necessary.
- Determines when residents are to be evacuated due to emergency situations.
- Assists other nursing/resident services areas.

**JOB SKILLS, KNOWLEDGE AND ABILITIES:**

- RN with current license with the MN State Board of Nursing.
- Must have current certification in Adult CPR.
- Prefer six months previous experience in geriatric nursing.
- Desire to work with the elderly.
- Ability to make sound resident assessments and judgments.
- Understanding of nursing and psychosocial needs of the residents.
- Knowledge of rehabilitative nursing.

- Must be able to cooperate with, supervise and instruct nursing personnel.
- Familiar with federal and state regulations pertinent to nursing care.
- Ability to perform all other duties as assigned.
- Must be able to read, write, and speak English.
- Must be able to perform physical job demands of position.
- Exercises confidentiality to ensure compliance with all HIPAA regulations.
- All employees of Central Health Care and Senior Suites of New Brighton are required to demonstrate proper respect for residents and to assist in resident calls, fall prevention, and advocacy as appropriate.

**This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.**

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**Employee's Printed Name**

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**Date**

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**Employee's Signature**

Updated 11/09/18 rc