



Non-Profit Individual Care Since 1906

## Job Description for Staff Nurse

Signature: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

### The Purpose of your Job Description

The primary purpose of your job position is to practice nursing care in the facility during your tour of duty in accordance with current federal, state, and local standards, guidelines, our established policies and procedures, and, as may be directed by the Director of Nursing or the Administrator, to ensure that the highest degree of quality care can be maintained at all times.

### Major Duties and Responsibilities

Listed below is an outline of the major duties and responsibilities that you will be required to perform. As a Staff Nurse, you are delegated responsibility and accountability necessary to carry out assigned duties.

Every effort has been made to make your job description as complete as possible; however, it in no way states or implies that these are the only duties you will be required to perform. Other related duties necessary to meet the medical and/or nursing needs of the resident may be assigned to you.

1. Practice nursing care in the facility during your tour of duty.
2. Meet with the nursing staff and discuss optimal plan of care for the residents.
3. Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the facility, in order to ensure that the nursing services and activities can be adequately maintained to meet the needs of the resident.
4. Make written/oral recommendations to the Director of Nursing as needs arise.
5. Assist in implementing department policies and procedures according to The Altenheim's policy and procedure manual.
6. Ensure that department personnel, resident, visitors, etc., follow established policies and procedures at all times.
7. Visit each resident frequently during your work shift to ensure that appropriate care is being rendered.
8. Ensure that each resident's right to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to wage a complaint, is followed by all nursing personnel.

9. Ensure that each resident has a clean, safe, orderly, and comfortable environment. Report needs and concerns to the Director of Nursing in regards to resident care.
10. Develop and participate in in-service education classes, on-the-job training and orientation programs for newly assigned department personnel. (May include maintaining appropriate recordkeeping requirements of when classes were conducted, subject matter, attendance, etc.).
11. Ensure that established infection control procedures and isolation techniques are followed at all times.
12. Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit/shift.
13. Assist in the training of department personnel and make recommendations to the Director of Nursing concerning training needs.
14. Meet with nursing personnel on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or the improvement of activities.
15. Participate in discharge planning, development and implementation of resident/nursing care plans, resident assessments, etc.
16. Meet with residents or family members as necessary. Report problem areas to the Director of Nursing.
17. Perform administrative requirements such as completing necessary forms, reports, etc., and submitting them to the Director of Nursing as required.
18. Involve the residents/family in planning objectives and goals for the resident.
19. Assist in arranging transportation to other facilities when necessary.
20. Assist in evaluating and assessing medical, social, psychological, spiritual, restorative, and rehabilitative care plans, as well as instructions in self-help.
21. Participate and assist in departmental studies and projects as assigned or that may become necessary.
22. Maintain confidentiality of all pertinent resident care information to assure that residents' rights are protected.
23. Coordinate nursing service with other departments.
24. Ensure that a stock level of medications, medical supplies, equipment, etc., is maintained at adequate levels at all times. Report needs to the Director of Nursing/Pharmacist.
25. Inspect the nursing service areas and practices daily to ensure compliance with current applicable regulations.
26. Consult with the resident's physician in planning resident care, treatment, rehabilitation, etc., and periodically review resident care plans and update as necessary.
27. Complete required recordkeeping forms upon resident admission, discharge, transfer, etc.
28. Assist in evaluating and implementing recommendations from the facility's committees — (i.e. Utilization Review, Pharmacy, Infection Control, Dietician, Physical Therapist, Occupational Therapist, Speech Therapist).
29. Assist in developing nursing care plans for individual residents.
30. Notify the resident's attending physician/alternate physician, as well as the resident's legal guardian/representative, when the resident becomes critically ill, injured, etc., as outlined within our established policies.
31. Work with the facility's consultants as necessary and implement recommended changes as directed.
32. Review complaints and grievances and make necessary oral/written reports to the Director of Nursing.

33. In cases of death, may call the funeral home as requested by the family, or otherwise outlined in our established policies.
34. Evaluate emergencies and determine emergency measures to be used, including the use of restraints.
35. Make independent decisions regarding nursing care.
36. Attend and participate in workshops, seminars, etc., as approved.
37. Recommend to the Director of Nursing the equipment and supply needs of the department.
38. Make written/oral reports/recommendations to the Director of Nursing concerning resident care, nursing service, etc.
39. Ensure that the unit/shift area is maintained in a clean and safe manner for resident comfort and convenience by ensuring that necessary equipment and supplies are maintained to perform such duties/services.
40. Assist in standardizing the methods in which work will be accomplished.
41. Notify physician of accidents and fill out and complete accident/incident report forms.
42. Obtain sputum, urine, and other lab tests as ordered.
43. Ensure that the total nursing needs of residents are met by ensuring the sufficient number of nursing personnel is on duty at all times.
44. Assist in scheduling departmental working hours, personnel, work assignments, etc., to maintain quality care.
45. Assist in establishing the administration, procedures, and control of medication, etc., as recommended by the Pharmacist and Pharmacy Committee.
46. Take TPR's blood pressure, etc., and chart as required.
47. Attend and participate in your professional associations' activities and programs, etc., in order to ensure that you keep abreast of current regulations and guidelines, as well as professional standards. Make recommendations on changes in policies and procedures to the Director of nursing.
48. Ensure that all nurses' notes are informative and descriptive of the nursing care provided as well as the resident's response to the care.
49. Review the nursing requirements of each resident admitted to the facility as may be required and assist the attending physician in planning for the resident's care.
50. Ensure that nursing personnel, including private duty nurses, follow our established nursing procedures.
51. Make rounds with attending physician as necessary.
52. Encourage attending physician(s) to record and sign physician's orders, progress notes, etc., as well as review the treatment plans.
53. Assist the nursing personnel in performing nursing procedures as necessary.
54. Maintain a good attendance record. (Abuse of this requirement is interpreted as excessive absenteeism.)
55. Maintain a good record of punctuality. (Abuse of this requirement is interpreted as excessive tardiness, i.e., arriving later than your regular clock-in time, or excessive unauthorized early leave, i.e., departing work prior to your regular clock-out time.)
56. Limit personal calls at work to emergencies.
57. Other responsibilities as deemed necessary and appropriate or as may be directed by the Director of Nursing.