



CATHOLIC
CARE CENTER

Position Description

TITLE: Registered Nurse (RN)		FLSA: Non-Exempt
DEPARTMENT: Nursing	DEPT. #:	POSITION CODE:
GRADE:	CREATED:	REVISED: December 2020
REPORTS TO: Director of Nursing/Director of Clinical Services		

POSITION SUMMARY

A clinically competent, registered, professional nurse who assumes responsibility and accountability for a group of patients/residents through the nursing process of assessment, planning, intervention, implementation and evaluation. Effectively interacts with patients/residents, family members, responsible party and other health team members, while maintaining standards of professional nursing. The RN plans, supervises and evaluates care of each patient/resident. The RN ensures that the status of the patient/resident condition is effectively communicated to the physician.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- **Assessment:** Performs assessments on patients/residents and reassessments as per policy.
- **Planning/Implementation/Evaluation:** Develops and implements appropriate plan of care based on assessment and diagnosis tailored to meet each individual's needs (physical, cultural and psychosocial), evaluates plan of care and makes necessary changes, works to meet individual patient/resident needs.
- **Medication Administration:** Demonstrates knowledge of medications and their correct administration based on age of the patient/resident and their clinical condition. Evaluates patient/resident responses to medications.
- **Patient/Resident/Family Education:** Plans for and provides patient/resident, family and caregiver education, identifies learning needs, clearly communicates information and documents patient/resident response to education.
- **Documentation:** Documents according to current standards and policies.

- Discharge Planning: Plans for patient/resident discharge, anticipates and plans for long-term and/or short-term patient/resident needs, collaborates with the discharge planner when appropriate and assesses the patient/resident prior to discharge.
- Delegation/Collaboration: Delegates and collaborates in providing patient/resident care according to licensure and skill levels, follows up to ensure success.
- Assures resident safety by identifying safety hazards and emergency situations and initiates corrective action as appropriate.
- Other duties as assigned.

MANAGEMENT RESPONSIBILITIES

- Interprets existing policies and procedures to certified nursing assistants, certified medication aides, residents, and families.
- Supervises staff, evaluates the provision of direct resident care, and initiates corrective action as necessary.
- Follows staffing guidelines and make nursing assignments according to qualifications of staff and characteristics of the resident population.
- Participates in the employee evaluation process by providing information on the clinical performance of certified nurse assistants and certified medication aides to the DON or DCS.
- Monitors staff compliance with infection control, personal protection equipment, blood borne pathogens, hazardous material handling and fire safety.
- Ensures HIPAA compliance with resident and employee information.

EDUCATION AND/OR EXPERIENCE

- Completion of an accredited Registered Nurse program.
- A minimum of one year experience as a RN preferred
- Supervisory experience preferred.
- Possesses working knowledge of State and Federal regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current state licensure as a Registered Nurse, which must be in good standing.
- CPR Certification preferred for Assisted Living; required for LTC upon hire, or obtain within thirty (30) days of employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess strong collaborative, interpersonal, organizational, multi-tasking, verbal and written communication skills, and a desire to create a high-performance, effective team that can produce consistent, demonstrated results.

- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and ministry leadership.
- The incumbent must demonstrate the ability to communicate clearly and concisely on oral and written form.
- Competencies needed for this position include strong interpersonal relationship skills, detail oriented, work in collaboration with others, demonstrate a high degree of integrity and personal commitment, possess strong analytical skills, be able to work independently and manage multiple deliverables at the same time.
- Ability to function in a matrix environment and demonstrate a passion to succeed, be self-motivated, dependable, committed, and a willingness to see a project through to its conclusion.
- Working knowledge and proficiency with Microsoft Office is required.

HOSPITALITY FOCUS

Catholic Care Center fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS

Catholic Care Center employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the ministry throughout the work day.
- Ability to lift up to 50 pounds occasionally, 25 pounds frequently and 7 pounds constantly.

- Required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Occasionally lift or move up to 25 pounds above the head.
- Frequently required to push and pull items, such as resident/patient beds, requiring a force of up to 75 pounds.
- Frequently required to assist in maneuvering resident/patients weighing 100-400 pounds and occasionally required to assist in maneuvering resident/patients weighing over 400 pounds.
- Requires constant hand grasp and finger dexterity; frequent standing, walking, pushing and repetitive leg and arm movements, occasional bending, reaching forward and overhead, crouching and kneeling.
- Occasionally required to sit in a stationary position.
- Tolerate standing and walking for up to 8 hours at a time on hard and soft surfaces.
- Frequently able to communicate verbally and in written form.
- Frequently able to detect and discern both loud and soft sounds such as voices and phone calls.
- Frequently able to use all types of vision, such as close vision, distance vision, color vision, peripheral vision, and depth perception, to complete daily tasks.
- Constantly required to detect unusual odors that could indicate environmental issues.

WORKING CONDITIONS

Position is Category I of Potential Exposure. Use of appropriate Personal Protective Equipment (PPE) is required for every employee engaging in Category I tasks.

Frequently exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents.

- The noise level in the work environment is usually moderate.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated and air- conditioned environment.
- Subject to frequent interruptions by staff, residents, visitors, and volunteers.
- Subject occasionally to hostile and emotionally upset residents, family members, staff, and visitors.

BEHAVIORAL APTITUDE

- Possess a personal presence characterized by a sense of honesty, integrity and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals and values of Catholic Care Center.
- Possesses a willingness to learn and apply Catholic Healthcare principles and values in the discernment and decision making process for all matters.

- Creates and maintains a partnership between employees, the community, and those we serve that fosters an environment honoring individual preferences, choices and traditions.

ORGANIZATIONAL RELATIONSHIPS

- Reports to: Director of Nursing/Clinical Services
- Supervises: CNA, CMA/CMT, LPN
- Supports:
- Collaborates: Internal/external colleagues when appropriate

*The above statements are intended to describe the general nature and level of work being performed by the associate. They are not intended to be an exhaustive list of all responsibilities, duties, skills required of personnel so classified and it is **not** a contract express or implied. Catholic Care Center may change, revise, or update job descriptions upon business discretion.*

DISCLAIMER CLAUSE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____