

**BAY COUNTY MEDICAL CARE FACILITY**

**JOB DESCRIPTION**

**DATE:** 8/1/2011

F.L.S.A.Class: Non-Exempt

**JOB TITLE:** REGISTERED NURSE SUPERVISOR

**REPORTS TO:** DIRECTOR OF NURSING

**JOB SUMMARY:**

A licensed Registered Nurse is responsible for direction of resident care. Renders professional judgements on resident status and will initiate change, oversee supportive personnel in task completion, assure proper resident documentation and complete the more difficult/responsible Nursing tasks. Supervision is received from the Director of Nursing and Assistant Director of Nursing.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Determines resident status, receiving information/activity in progress from prior shift.
2. Initiate shift ending processes and will coordinate activity with personnel of shift following.
3. Will oversee supportive task completion of L.P.N.s and C.N.A.s adjusting processes and sequence in recognition critical vs. care as needed status.
4. Sets up and passes medications safely, assigns such tasks to authorized personnel, charts and continually verifies accuracy of the medication process.
5. Continually evaluates resident status and maintains progress notes, summarizing on a periodic basis. Will initiate corrective action in emergency cases and will seek clarification/adjustment of treatment practice as needed.
6. Instructs supportive staff in task completion, provides on the job training and will monitor task performance. May retrain or recommend disciplinary action as circumstances warrant.
7. Regularly participates in resident care conferences receiving new admission information, participating in evaluation and establishing future goals of resident care. Assesses the resident's condition and nursing needs, prescribes appropriate nursing activity, communicates to physicians and updates plan of care. Participates in updating information for minimum data sets.
8. Performs more difficult nursing tasks in providing direct care. Will regularly use intravenous equipment, catheters, irrigation equipment, dressings, braces, suturing supplies, suction machines, syringes, oxygen, and equipment used to establish vital signs. May refer to procedures manual as needed. Demonstrates competency in technical and manual skills according to scope of practice.
9. Teaches and prepares family members and residents regarding continuing care, counsels the bereaved and seeks to maintain favorable relationships between the Facility and

- family. Functions as a resident advocate by protecting the resident rights. Involves resident and family in planning for care, treatment, teaching, and discharge plans.
10. Assures proper service level of the unit, making certain call lights are promptly answered, equipment is stored, spills are cleaned up and equipment is in proper working order. Arranges corrective action as needed and assures safety practice is followed.
  11. Coordinates service activity of unit with other units of the Facility, therapy both Diversional and Physical, maintenance, domestic service and administration.
  12. Continuously encourages residents in self assistance i.e. participation in social activity, therapy programs and so forth to alleviate tension and improve general well being.
  13. Attends special interest/discipline meetings, exchanging information.
  14. Processes special service needs, x-ray and related results, specialized medical care, funeral director contacts and discharge summary completion.
  15. Seeks to maximize comfort/well being of residents on a continuing basis.
  16. Functions as a leader for the C.N.A.s and L.P.N.s by delegating in a manner that contributes to the excellence of the nursing unit to which R.N. is assigned.
  17. Participates in orientation of new personnel and performance evaluations of Nursing staff.
  18. Follows proper infection control procedures and supervises supportive staff in infection control procedures.
  19. Demonstrates ability to remain calm in emergency and/or stressful situations and gives everyone a feeling of confidence that the situation is under control.
  20. Consistently follows the policies and procedures of the Facility.
  21. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
  22. Completes annual Inservice training and education requirements as scheduled, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
  23. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
  24. Maintains confidentiality of all data, including resident, employee and Facility information.
  25. Performs other duties as assigned.

### **JOB QUALIFICATIONS:**

1. Valid R.N. license in State of Michigan.
2. Valid C.P.R. certification card
3. Maintains regulatory requirements.
4. Position requires lifting a minimum of 50 pounds, standing and walking for long periods of time, bending, twisting, stooping and sitting on a regular basis.
5. Reports to work on time and as scheduled, returns from breaks on time.
6. Wears proper identification while on duty; uses computerized punch time system correctly.
7. Actively participates in the Department Continuous Quality Improvement (CQI) activities.
8. Exhibits genuine interest in and appreciation of adults in later years of life.

9. Is a motivated, independent individual who can organize workload so that all functions are completed appropriately.
10. Interpersonal skills necessary to effectively communicate with all levels of personnel and residents.
11. Communicates the mission, ethics and goals of the facility, as well as the focus statement of the department.

**WORKING CONDITIONS:**

1. Work is performed in a resident care environment with noise, frequent interruptions, and may include exposure to unpleasant odors, odorous wounds, blood and/or body fluids, diseases, infectious waste, and cleaning product chemicals and disinfectants.
2. Evening, night, weekend and holiday hours may be required

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and 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 a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read, and understand the above Job Description and Description of Physical Demands.

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EMPLOYEE

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DATE