

## **JOB DESCRIPTION**

**TITLE:** Licensed Nurse

**DEPARTMENT:** Residential Health Care

**REPORTS TO:** Director of Residential Health  
& Education

**GRADE: 4**

**DATE:** April 2003

### **JOB SUMMARY:**

The Licensed Nurse has the responsibility in providing initial emergency medical coverage to residents in Residential Health Care and Assisted Living Program; provides continuing Personal Care Services to residents requiring coverage; assists with the operations of the Wellness Clinic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Provides initial emergency medical response to Casa residents needing assistance.

Initiates and coordinates requests for emergency medical care, including contacting physicians, ordering emergency (911) or non-emergency ambulance transfers, and initial assessments of resident medical needs.

Provides direct nursing care to residents requiring Personal Care or Assisted Living on a scheduled and non-scheduled basis within the guidelines of RCFE regulations and facility policy.

Documents nursing care in support of planned outcomes.

Consults with the Director of Residential Health & Education regarding desired patient outcomes and progress or lack of progress toward the outcomes.

Participates in resident assessment team as requested.

Identifies changes in resident status that interfere with the ability to meet basic needs.

Identifies problems in residential care and reports to the Director of Residential Health & Education for modification of the plan of care.

Collaborates with the Director of Residential Health & Education to identify residents' and families' teaching needs and evaluates outcomes.

Observes and assesses effects of medications, reports findings to the Director of Residential Health & Education and documents appropriately.

During emergencies, takes proper action in accordance with approved emergency manual and notifies designated personnel.

Attends all mandatory facility in-service programs and any other mandatory meetings required by management.

Attends Residential Health Care and Assisted Living Department meetings as scheduled.

Responsible for computer notification of daily resident status report to appropriate team members.

Attends regular, on-going training sessions scheduled by the Director of Residential Health & Education.

Assists in the effective operation of Casa de las Campanas and participates in relevant facility activities.

Responsible for assisting Director in the evaluating of resident helper and LVN candidates for possible hire.

Orders and maintains medications and supervises medication administration.

Keeps accurate maintenance of medical records.

Schedules necessary service for residents on a daily basis.

Coordinates with physicians and health agencies regarding the needs for Physical/Occupational Therapy, Lab works, and other special services.

Assists with scheduling doctors' appointments and transport requests if necessary.

Responsible for providing leadership, direction, and training staff.

Coordinates discharge of resident from Health Center back to apartment and schedules follow-up care.

Performs skilled nursing duties in the Wellness Clinic; blood sugar test; injections; ear flushes.

Performs annual medical, psycho and social testing of residents at Casa's annual Health Fair.

**EQUIPMENT USED:** Blood pressure cuff, stethoscope, scale, thermometer, wheelchair, meal tray cart, radio, pager or beeper.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE:**

Valid California Board of Nursing License as a Licensed Vocational Nurse. Minimum of five year's experience in geriatric assessment. Current CPR and First Aid Certification required.

**LANGUAGE SKILLS:**

Must be able to clearly communicate verbally with residents, family members, visitors and staff. Must be able to read and write English for effective documentation of resident care. Must be able to provide clear work direction for Resident Helpers.

**MATHEMATICAL SKILLS:**

Must be able to perform basic mathematics to evaluate assessment test scores and calculate drug dosages.

**REASONING ABILITY:**

Must be able to assess resident condition and determine the appropriate intervention; i.e. call 911, call physician, apply basic first aid, etc.

**OTHER SKILLS and ABILITIES:**

Must be able to meet resident needs in a caring, professional manner.

**PHYSICAL DEMANDS:**

Routine lifting of meal trays (approx. 12 lbs.), linens (11-12 lbs.)

Heavy lifting of residents may be required in emergency situations.

Pushing residents in wheelchairs (approximately 15-20 pounds of force required.)

Bending, twisting, stooping, crouching and/or kneeling required while assisting residents with showers, getting in/out of bed, while taking blood pressures, or performing treatments.

Standing and waling are done approximately 75% of the working day, with distances ranging up to ¼ mile between apartments.

The surface upon which the standing and walking are done include carpet, tile, ceramic tile/paving, asphalt and concrete. There are inclines on the grounds.

Sitting and doing paperwork (documentation and scheduling) are done intermittently.

**WORK ENVIRONMENT:**

Exposure to:

Dust gas or gas fumes, household dust, cigarette smoke (in resident apartments), chemical household cleaning products.

Changes in temperature: temperature in resident's apartments may vary.

**NUMBER OF PEOPLE SUPERVISED (under regular control):**

Provides input on performance reviews of Resident Helpers in conjunction with and final approval by Director of Residential Health Care and Education. Provides input and necessary documentation to Director of Residential Health Care and Education for any disciplinary action of Resident Helper.