



## **Job Description**

**Position:** RN – Vent Unit

**Responsible to:** Human Resources/Director of Operations/Administrator – Grace Senior Services, Inc. Owners.

**Scope of Position:** The role of the RN is to ensure that the health and safety of all clients/residents are met through assessments of the clients/residents, development and implementation of appropriate care plans, supervision of clients'/resident's services, supervision staff and on-going training of staff . The RN will ensure that staff is trained in nursing procedures and policies which are current and up to date. The RN will also ensure that the home care services are in compliance with current regulations and standards. Must be able to relate professionally with clients/residents, staff and family members, display a positive work attitude and be able to work as a team with other staff members.

### **RESPONSIBILITIES:**

1. Completes initial assessment of prospective clients/resident requesting an assessment and develops a proposed service plan prior to the date on which a client/resident signs an agreement or moves in, if possible. If a face-to-face assessment is not possible prior to the date the client/resident signs an agreement or moves in, the RN will talk via telephone with the prospective client/resident, the client's/resident's responsible person and/or current health care providers, if possible, to provide information about the services available to clients/residents and to gather information about the client's/resident's needs prior to the date on which the client/resident signs an agreement or moves in.
2. Completes assessment no later than seven days after move-in and before any delegated nursing services are provided to the client/resident. Implements service agreements with all new clients/residents. Reviews and revises service plan as needed due to changes in clients'/residents' needs and a minimum of once every 12 months.
3. Assures clients/residents have up-to-date care plans. Reassess the client/resident and modifies the service plan if necessary whenever the client/resident has a fall or other incident, whenever there is a significant change in the client's/resident's condition or if the client/resident or the client's/resident's responsible person requests a change in services.
4. Monitors and maintains client's/resident's clinical chart and clinical progress notes.
5. Communicates to physicians and other personnel (e.g., county caseworkers, health plan care coordinators) changes in client's needs or conditions.
6. Coordination of client's/resident's home care services with other service providers.

7. Is responsible for ordering medications and all medication renewals as well as any necessary follow-up with physicians regarding medications and/or medical conditions.
8. Assures all physicians orders are signed and implemented within 24 hours of receipt.
9. Assures that proper systems, policies and procedures are developed and implemented correctly by licensed and unlicensed staff regarding the storage, set up, administration and disposal of medications, including systems to control Schedule II drugs
10. Assures that medication administration procedures are followed properly, investigates any errors and issues with staff and implements corrective action plans as needed with HR.
11. Assures new medication sheets are in place by the first of each month.
12. Reviews each client's/resident's medication sheet monthly and assures accuracy and appropriate signatures.
13. Assures that each staff person is oriented to the individual needs of each client/resident the person will serve.
14. Communicates in written format (communication book) any information that staff need to be aware of .
15. Documents disposal of medications per procedure each week.
16. Performs supervisory visits no later than 14 days after admission, at least every 62 days thereafter based on the client's/resident's needs, and as needed to evaluate each client's/resident's services.
17. Supervises LPN's and unlicensed staff's performance of delegated nursing services. Conducts evaluation of staff performance of delegated nursing services in coordination with HR through appropriate documentation and consistent with facilities personnel policies.
18. Works as a team player with all staff members.
19. Provides all new employees with required training on "core training," medications, medication training, and other tasks to be performed and provides continuing education for all staff and documents such training to assure compliance with state, federal and local regulations. Each unlicensed staff person must have at least eight hours of in-service training for each 12 months of employment. All staff must receive an annual infection control in-service as required in the home care rule.
20. Supervises medication practices and medical equipment being used.
21. Assures that staff clearly understands and follow all client/resident care plans.
22. Monitors staff for accuracy of monthly client/resident blood pressures, weights and pulse as requested.
23. Shares client/resident and family concerns with pertinent staff if appropriate.
24. Assists the Director of Operations/Administrator/Owner in the development and implementation of policies and procedures related to home care services.
25. Attends staff meetings as scheduled.

26. Works with Director of Operations & Human Resources to assure emergency procedures are in place and staff is trained on these procedures.
27. Is flexible and willing to adapt to changes in our program as they occur.
28. Promotes a positive, team approach and a healthy work environment.
29. Is available for on-call medical questions and/or emergencies via phone as assigned. On-call duty may require the RN to come to the building to handle a medical emergency. 24/7 on-call duties required with additional backup coverage as needed to cover absences, vacation time, etc for Grace Senior Services Inc.
30. Assures compliance with regulations and is available for state licensure surveys.
31. Identifies as early as possible when client's/resident's needs are likely to exceed the services that our facility can safely provide; communicates these concerns to the client/resident and responsible person both verbally and in writing and provides assistance to the client/resident in obtaining other needed services.
32. Responsible for investigating and reporting incidents of suspected client/resident neglect and/or abuse and reporting these findings to appropriate county officials, in coordination with the Administrator.
33. Attend/coordinate care conferences.
35. Willing to work weekends, holidays.
36. Some travel to meetings and seminars may be required.
37. Promote independence of clients/residents by offering choices and promoting independent skills.
38. Demonstrate compassion toward clients/residents, families and others, and works with tact and ethical awareness.
39. Follow the HIPAA confidentiality practice of client/resident information and treat client/resident possessions with respect and as articles of value.
40. Exposure to chemical & respiratory hazards, bloodborne pathogens, body fluids, infection, odors and behavior of clients/residents.
41. Know and abide by OSHA's guidelines.
42. Organize and prioritize work during scheduled shift to accomplish workload in a timely, accurate and caring manner.
43. Salaried position: requiring a four week notice of intent to terminate employment.
44. Respect client/resident rights and maintains strict confidentiality regarding clients/residents and their protected personal information in accordance with HIPAA guidelines.
45. Aware of and adhere to the Resident Bill of Rights.
46. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.

47. Free of active, contagious diseases, i.e. tuberculosis, etc.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS AND OTHER REQUIREMENTS:**

- Must be registered and licensed with the State of Minnesota as a RN, and must maintain current license.
- Must receive a “not disqualified” criminal background result from Department of Human Services.
- Must have valid driver’s license
- Previous home care nursing experience is preferred and beneficial, but not necessary.

### **General Expectations (All Employee Expectations):**

1. In-services/meetings
  - a. Attends all mandatory staff meetings, departmental and interdepartmental in-services as required, unless excused by Owners.
  - b. Participates in client/resident care conferences and other facility meetings as required.
2. Infection Control
  - a. Demonstrates knowledge of infection control throughout the facility.
  - b. Demonstrates and uses Universal Precautions in accordance with established protocols.
  - c. Reports all exposures in accordance with OSHA and Grace Senior Services Inc. policies and procedures.
  - d. Demonstrates safe food handling procedures.
3. Safety
  - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
  - b. Reports injuries/accidents to Human Resource Department as soon as they occur. (No later than 24 hours).
  - c. Responds appropriately to safety conditions, fire drills, and emergency situations.
  - d. Recognize and eliminate safety hazards and reports equipment that is not working properly to the appropriate department (Director of Operations).
  - e. Follow established guidelines when using equipment, supplies and chemicals.
  - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
  - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
  - b. Wear nametag at all times and maintains excellent personal hygiene and grooming.

5. Smoking
  - a. Follow Grace Senior Services, Inc. policy guidelines regarding smoking in designated area or personal vehicle.
  
6. Breaks
  - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.
  
7. Cell Phones: Follow policy according to position.
  
8. Attendance
  - a. Access to and utilize reliable transportation to ensure timely arrival for each scheduled shift.
  - b. Available for each scheduled shift, including those scheduled on weekends and holidays.
  - c. Report to work no later than the beginning of each shift.
  - d. Ensure RN nursing coverage when not available.
  - e. Provide proper notice of tardiness and absences to supervisor in the manner prescribed by Grace Senior Services, Inc. policies and procedures.
  - f. Maintain a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.

**The job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management.**

**I understand I am an at-will employee and can be terminated at any time for any reason. I also understand that my employment can be terminated with or without cause and with or without notice, at the option of myself or of the company.**

**Management reserves the right to change job responsibilities, duties and hours as the need prevails. This document is for management communication only and is not intended to imply a written or implied contract of employment.**

**I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.**

\_\_\_\_\_  
RN Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date