

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: REGISTERED NURSE, REGISTERED NURSE SENIOR

REPORTS TO: UNIT MANAGER/SHIFT SUPERVISOR

OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

Assesses needs of residents and ensures services are consistent with needs, promotes high quality care, supervises and coordinates activities of nursing personnel designated to specified wing/unit.

QUALIFICATIONS:

Eligibility for classification of the Registered Nurse or Registered Nurse Senior on the Missouri State Merit Register. Also requires appropriate licensure by the Missouri State Board of Nursing.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Assess, organize, plan staff duties on assigned shift. Continually evaluate the care outcomes and monitor staff performance to assure appropriate care is administered according to the plan of care. Assess, evaluate, counsel employees performance in coordination with shift supervisor/unit manager.
- Assist and/or initiate nursing assessment within 8 hours of admission.
- Implement resident MDS and care plan according to healthcare protocol as assigned. Complete sections of MDS as assigned.
- Demonstrate knowledge of all care key factors. Identify daily the residents who are at high risk for negative outcomes in key factors on the unit assigned and communicate to staff at all levels.
- Take and record temperature, pulse, respirations, blood pressure, etc.
- Make rounds with physicians, inform them of the status of patients and receive instructions on further care and treatment. Transcribe and implement physicians orders accurately.
- Follow established policies and procedures. Document all nursing assessments, interventions and evaluations.
- Ensure completion of infection line listing.
- Ensure 24 hour change of shift report is accurately completed daily according to established protocol.
- Stand or walk for extended periods of time, primarily on feet all shift with the exception of breaks and occasional sedentary tasks during giving/receiving report, sitting at desk to transcribe orders, medical record documentation, etc.
- Give medications and treatments as prescribed by a physician. Deliver medication accurately and provide evidence of follow-up observation for effect, adverse reaction or incompatibilities. Push medication carts to the point of medication administration. Open/close medication bottles, punch out medications from bubble packed medication cards, etc.
- Perform a variety of nursing procedures according to acceptable standards of practice such as wound care, catheterizations, tracheal care, tube feedings, administering oxygen, etc. which may require bending at the waist, stooping, crouching, reaching with arms in order to empty catheter, provide dressing changes, etc. Perform finger pinching and grasping for IV therapies, portacath access, etc. Push/pull treatment carts, perform treatments which may require awkward positions, i.e., supporting resident while they are lying on their side and administering a cream medication to affected area, etc.
- Assist staff with resident care needs as necessary, lifting and moving residents with physical disabilities for positioning, toileting, bathing/showering, transferring, etc. Assist with the delivery and set up of food trays (i.e. carry food trays, cut up food items, open milk cartons/juice containers, etc.). Feed residents.
- Assist with transporting residents to/from their room, dining room, recreational therapy programs and elsewhere as required. Push and/or pull equipment, i.e. wheelchairs, whirlpool gurneys, specialized chairs/equipment, etc.
- Promote and assist with resident elimination, which includes transfers to and from the toilet, stooping or bending at the knees to empty catheter bags, etc.

- Demonstrate knowledge of and correctly complete and submit all necessary forms and reports.
- Assist and/or complete resident teaching prior to discharge.
- Participate in the orientation of unit staff. Promote staff development by situational teaching, reinforcement of MVH policies and procedures and unit conferences.
- Use computers and software programs utilized by the facility.
- Perform manual electronic data entry.
- Respond to internal and external disasters such as fires, tornados, etc., in order to protect residents, staff and property.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Respond to opportunities to teach residents and families regarding disease processes and treatment modalities.
- Participate in inservice and continuing education presentations.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: walking, balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, bending, lifting, supporting, repetitive motion, frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing speaking, hearing, smelling and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____