

JOB DESCRIPTION

Caring Acres, Inc.

JOB TITLE: Charge Nurse (LPN/LVN)

DEPARTMENT: Nursing

REPORTS TO: Director of Nursing (DON) or Designee

GENERAL PURPOSE:

Responsible for the independent supervision of the delivery of care to a group of residents on a nursing unit. Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care, and supervise Care Specialists (CNAs) in the delivery of nursing care.

ESSENTIAL JOB FUNCTIONS:

RESIDENT
ASSESSMENT

Duties: Adhere to state rules and regulations concerning delivery of care and assure that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process. Effectively interview the resident/responsible party to obtain information required for developing and implementing a plan of care. Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation. If applicable, is involved in and accurately complete the RAI process. Identify needs and provide input for discharge planning and follow-up throughout length of stay.

DEVELOPS
PLAN OF CARE

Duties: Assist with the development of individualized plans of care in collaboration with the resident/responsible party and interdisciplinary care team by documenting problems, statements, goals and approaches in collaboration with other members of the interdisciplinary care team. Seek Care Specialist input when developing plan of care. Assist with defining realistic and obtainable long and short term goals for the residents. Initiate appropriate nursing interventions with time frames for outcome evaluations and document appropriately in medical record. Assist with the revision of plan of care with input from resident/responsible party and interdisciplinary care team. Implement teaching with resident/responsible party consistent with interdisciplinary plan of care.

IMPLEMENTS
PLAN OF CARE

Duties: Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes. Identify rationale and anticipated outcomes for each nursing intervention. Assume responsibility for care interventions consistent with skill level and professional standards of care. Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame. Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery. Follow Caring Acres, Inc. policies and procedures to ensure a safe, caring, comfortable and clean environment. Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning. Keep physician and/or other health care professionals (Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other health care professionals immediately of significant changes of condition. Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care. Question and seek clarification of unclear orders.

EVALUATES
PLAN OF CARE

Duties: Evaluate effectiveness of the plan of care in conjunction with the interdisciplinary care team and make changes as needs are recognized. Take responsibility for evaluating nursing care delivered. Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met.

DELIVERS
RESIDENT CARE

Duties: Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices. Transcribe physician and/or other health care professionals' orders appropriately and accurately. Ask for clarification of questionable orders from the ordering physician and/or other health care professionals. Perform only those activities which are within the scope of acceptable LPN/LVN practice. Notify physician and/or other health care professionals if orders are not carried out and document event appropriately. Follow company, facility and departmental policies and procedures, and appropriately utilize nursing judgment. Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.

SUPERVISION

Duties: Supervise Care Specialists and other personnel. May supervise other Nurses, including other RNs. Coach, counsel and assign Care Specialists and other Nurses to provide quality resident care. Independently evaluate the job skills and work performance of the Care Specialists through the formal performance evaluation process. Appropriately discipline Care Specialists for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations. Recognize Care Specialists for exceptional care and job performance on a regular basis and as part of their formal performance evaluation. Assign Care specialists and other Nurses specific duties for resident care and direct their work. Assign hours, breaks and meal periods to Care Specialists. Ensure proper staffing by calling in replacement associates for Care Specialists not reporting for work and by transferring or reassigning Care Specialists to ensure adequate staffing levels. Revise work schedules of Care Specialists as necessary. Train and/or assist in the orientation of new associates. Attempt to effectively resolve Care Specialist problems, complaints and grievances. Incorporate Care Specialists in a work team to meet resident needs. Attend and participate in supervisory meetings. Support and follow through with management team goals. Perform other management duties as assigned.

CUSTOMER SERVICE

Duties: Provide compassionate resident care services. Establish and maintain positive interactions with internal and external customers, including co-workers and direct reports. Take responsibility for resolving Care Specialist and other customers' issues and concerns striving for a win-win outcome. Customers include residents, families, vendors and other associates.

RESIDENTS' RIGHTS

Duties: Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy. Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's "end of life" wishes.

RESIDENT COMFORT AND SAFETY

Duties: Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident. Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

PHARMACY
KNOWLEDGE

Duties: Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing medication administration and documentation. Demonstrate a knowledge of drug reactions and sensitivities and nursing interventions. Assure that narcotics are accounted for properly. Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen.

LAB
VALUES

Duties: Recognize normal and abnormal lab values and communicate same in appropriate manner to physician, and other interdisciplinary team members as appropriate.

INFECTION
CONTROL

Duties: Demonstrate working knowledge of infection control practices.

CONTINUING
EDUCATION

Duties: Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism. Seek and provide peer support and consultation. Participate in facility/department in-services. Attend continuing education programs. Attend facility/department/staff meetings as required.

SAFETY

Duties: Comply with, support and enforce Company Policies involving all safety and infection control procedures to include the proper use of mechanical lifts, gait belts and personal protective back supports.

RESIDENTS' RIGHTS
AND POSITIVE
RELATIONSHIPS

Duties: Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors, and regulators, to presenting a professional appearance.

OTHER JOB FUNCTIONS:

COMPORATE
COMPLIANCE

Duties: Must adhere to Caring Acres, Inc. Code of Conduct and Business Ethics policy, including documentation and reporting responsibilities.

STAFF
DEVELOPMENT

Duties: Attend and participate in educational activities, in-service training and staff meetings; assist in orientation and training other staff.

QUALITY
IMPROVEMENT

Duties: Participate in Quality Improvement activities as assigned.

OTHER DUTIES

Duties: Other duties as assigned or needed.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking/mobility, reaching, bending, fine hand coordination; grasping, pushing medication carts, pulling, lifting and repositioning residents; ability to hear and respond to pages; ability to distinguish smells, tastes and temperatures; ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others; ability to understand and apply training and in-service education, ability to instruct personnel during training education and staff meetings; and ability to remain calm in emergency situations and when handling multiple tasks.

QUALIFICATIONS:

- Must hold and maintain a current license to practice as a Licensed Practical/Vocational Nurse in practicing state.
- Recent clinical experience, education, or specialty skills specific to geriatrics.
- Demonstrate understanding that state and Federal rules and regulations govern the practices within the facility.
- On-going pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrate working knowledge of infection control principles and practices.
- Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge and ability with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations and pass post-employment physical exam, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the Essential Job Functions of this job, with or without reasonable accommodation.

JOB DESCRIPTION REVIEW:

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions, which I am unable to perform, with or without accommodation.

Associate

Date

Supervisor

Date

cc: Personnel File
Associate