

OOH Residency Application Process Sub Job Description		Submit resume to Shreya Parek	h <u>sparekh@sn.rutgers.edu</u>	
Job Title: RN	(NCC)	Job No.: HNE-10	Approvals: SV	
Line of Business: Senior Living Services		Department: Skilled N	Department: Skilled Nursing	
Effective Date: July 1, 2015		Current Revision: Janua	Current Revision: January 1, 2020	
Job Reporting Relationships				
Supervised by:	Unit Manager (NCC); Assistant Director of Nursing; Nursing Supervisor; Director of Nursing			
Supervises:	Nursing Assistant; Certified Medicine Aide; Geriatric Nursing Assistant; Nursing Support Aide			

Basic Qualifications

Education/Training: Graduate of an accredited school of nursing; current State license to practice as a Registered Nurse required; maintenance of license by performing necessary continuing education requirements.

Skill(s): Proficient reading, writing, grammar, and mathematics skills; excellent interpersonal relations and communicative skills; knowledge of drug interactions, side effects, and incompatibilities; decision-making skills; proficient assessment skills; thorough knowledge of current long-term care nursing practices in accordance with the State Department of Health long-term care licensure regulations and federal health care financing administration; knowledge of safety, hazardous materials, bloodborne pathogens and infection control procedures; satisfactory completion of pre-employment physical (post-offer); current CPR certification (or eligibility and pursuit of certification within 90 days of employment); ability to sit, stand, stoop, lift, bend, reach, push, and pull items weighing up to 50 lbs.; visual and auditory skills.

Experience: A minimum of one (1) year experience in an acute care, rehabilitation or post-acute skilled care setting preferred. Supervisory experience preferred.

General Responsibilities

Responsible for managing the daily clinical operations of assigned unit to achieve quality outcomes and customer satisfaction. Responsible for managing a range of post-acute and rehabilitation patients by utilizing physical assessment skills and nursing principles. Responsible for developing and implementing individualized care plans for residents. Assumes and provides leadership which includes orienting, training and supervising the assigned clinical team.

Essential Duties

- 1. Supports the mission of the organization which is as follows: In response to God's love in Jesus Christ, Diakon Lutheran Social Ministries will demonstrate God's command to love the neighbor through acts of service and through support of Diakon Lutheran Social Ministries' core values including: Respect, Stewardship, Service, and Quality.
- 2. Performs the essential duties of the position in a manner that is consistent with and supports the organization's focus on creating a culture of gracious service and hospitality (Hospitality, Excellence, Accountability, Resourcefulness and Teamwork).



- 3. Performs a variety of duties to achieve positive clinical outcomes, and resident, family and employee satisfaction as follows:
 - a. Performs rounds according to established schedule; documents resident progress, changes in condition, etc.
 - b. Evaluates resident's condition, gathers resident's data and analyzes obtained information to assist in the development of the resident care plan.
 - c. Provides routine and basic health care for all residents.
 - d. Performs resident treatments as prescribed by a physician.
 - e. Administers medications and treatments to residents; monitors administration of I.V. fluids, supplemental nourishments, and medications when ordered; I.V. certified nurses may initiate I.V. therapy.
 - f. Orders medication from the pharmacy; monitors self-administration of medication.
 - g. Maintains accountability for controlled substances per policy.
 - h. Responds to emergencies.
 - i. Communicates status of residents to incoming shift personnel; prepares 24-hour Nursing Report; transcribes and implements physician's orders.
 - j. Effectively communicates with residents and families.
 - k. Maintains residents' electronic health records; documents observations as necessary per each resident's health status and as mandated by federal and state requirements.
 - 1. Reports and supports investigative protocols as it relates to staff or resident incidents and/or accidents in accordance with state and federal regulations.
 - m. Assists and encourages resident participation in activities.
 - n. Facilitates teamwork within the facility and throughout Diakon.
 - o. Positively influences the behavior of all team members.
 - p. Demonstrates the support of the facility's and Diakon's strategic direction and positively communicates that direction to nursing staff.
 - q. Maintains regular honest and ongoing communications with Director of Nursing and nursing leadership team.
 - r. Collaborates with DON on candidate interviews, hiring and orienting nursing assistant applicants.
 - s. Directs, organizes and supervises the nursing staff on the unit; disciplines staff when appropriate.
 - t. In collaboration with DON, develops and presents employee performance evaluations.
 - u. Coaches, educates and mentors nursing staff to enhance skill sets to achieve quality outcomes.
 - v. Participates in facility's quality assurance committee's initiatives and executes plans.
 - w. Effectively executes Fire and Disaster Plan.
- 4. Adheres to specific procedures and programs.
 - a. Insures an atmosphere which allows for the privacy, dignity, and well being of residents, patients, and clients in a safe, secure environment.
 - b. Follows standard precautions.
 - c. Maintains awareness of individual responsibilities under the established Health and Safety Program and Fire/Safety Disaster Plan.
 - d. Supports and participates in the organization's performance improvement initiatives.
- 5. Plans, directs, coordinates, controls, and leads the assigned area of responsibility and provides leadership to colleagues in a manner that is consistent with gracious service and hospitality and the mission of Diakon Lutheran Social Ministries, while complying with Diakon policy and regulatory requirements.
- 6. Complies with Diakon's policies and procedures, Diakon's Code of Conduct, Corporate Compliance Program including the reporting and educational requirements of the Program.
- 7. Complies with applicable federal, state and local laws, regulations and standards.
- 8. Coordinates specific work tasks with other personnel within the department as well as with other units and departments in order to ensure the smooth and efficient flow of information.
- 9. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate personnel.



- 10. Provides excellent customer service by interacting and responding to needs/requests/issues of employees, families, contractors, colleague agencies, volunteers, visitors and or the general public.
- 11. Carries out work tasks utilizing ergonomic principles in a manner that maintains health and wellness and reduces injuries.
- 12. Maintains awareness of services offered by Diakon Lutheran Social Ministries; takes appropriate action to actively promote, support and communicate them to prospective clients, residents and families.
- 13. Attends and/or completes all mandatory in-service education programs.
- 14. Participates in meetings and on task forces, committees, etc., as assigned.

Ancillary Duties

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Equipment/Machines

- 1. Telephone
- 2. Current technology devices: Computer, kiosk, tablet, laptop, fax machine, photocopier, scanner, keyboard, printer, etc.
- 3. Various medical equipment



Job Description Acknowledgement

I acknowledge and understand that:

- 1. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.
- 2. 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 that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor if at any time I am unable to perform these functions.
- 3. This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction.
- 4. Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.
- 5. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- 6. I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Date

Employee's Signature

PRINT-Employee's Name

Date

Supervisor's Signature/Job Title

PRINT-Supervisor's Name