



## Job Description

Title	Registered Nurse
Job Code	
Department	Nursing
Supervisor	
FLSA	Non-Exempt
Program	TCC Hlthcr Ctr- Non-Executive
Clinical Status	Yes

## Mission

THE MISSION of Archcare is to foster and provide faith-based holistic care to frail and vulnerable people unable to fully care for themselves. Through shared commitments, the System seeks to improve the quality of the lives of those individuals and their families.

## Organization Competencies

Attitude/Teamwork - Supports a positive environment; takes special actions to "connect" with others. Demonstrates collaborative spirit in support of "system-ness" and continued integration among Archcare entities. Shows energy and enthusiasm in work relationships. Actively seeks ways to promote system cooperation and foster morale. Demonstrates pride in the team.

Problem Solving/Organization - Effective in recognizing problems and identifying workable solutions. Seeks out relevant information and effectively prioritizes tasks. Demonstrates appropriate follow-up. Learns from mistakes; takes ownership of decisions and actions.

Communication/Motivation - Builds strong work relationships through effective interactions with others. Maintains a high degree of self awareness, with a willingness to admit faults or mistakes. Demonstrates a high level of respect for others and alternative views. Recognizes value and achievement in others.

Mission/Guest Relations - Places customer needs and expectations at the center of all actions, in accordance with The Mission of Archcare. Demonstrates a shared commitment to a supportive, integrated system. Maintains positive work relationships to improve the quality of life of those we serve.

## Archcare Guiding Values

Justice: We live and work as members of a community, and all members of our community have rights that are coupled with responsibilities.

Inclusiveness: While we are unified as one community, each of us is valued for our unique heritage and defined only by our eagerness to contribute to the best of our abilities.

Respect: Each of us is as important as any other - whether resident, family, friend, volunteer or employee - and we must respect each other if we are to receive respect.

Integrity: To be a truly caring community, we must speak and act with total honesty, without concern for the consequences of our truthfulness.

Benevolence: We recognize that those with the greatest needs often have the least resources, and we will provide the same care to the disenfranchised that we do to those who have been more fortunate.

Humility: While subscribing to high ideals, we will recognize our individual and collective limits. Only then can we continue to grow towards who and what we so earnestly strive to be.

Spirituality: While we take pride in following the traditions of the Roman Catholic Church, we seek to serve people of all beliefs equally and to fulfill each individual's spiritual needs by respecting their distinct beliefs.

## Job Summary

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## Education & Experience

Formal Education	Bachelor's Degree
Experience	1 year
License, Registration, and / or Certification Requirement	Yes
Minimum Knowledge	Requires advanced knowledge of a specialized or technical field or a thorough knowledge of the practices and techniques of a professional field.
Language Ability	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine

reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

## Essential Functions

- Conduct Nursing Admission Assessment on any new/re-admissions
- Check and order any needed equipment or supplies; request work orders (Engineering) as needed
- End shift: a. Complete 24 Hour Report for shift, including census changes b. Make rounds with incoming Charge nurse c. Make sure that Controlled Drug Count is correct
- Initiate and complete care plans as needed (for CCP, on admissions, for episodic events, for change in status, etc)
- Report changes in residents/patients to physicians
- Make any necessary entries on NOAR; check NOARs for completion by end of shift
- Monitor resident/patient care and staff activities throughout shift
- Collaborate with other disciplines on resident/patient care (MD, social worker, dietitian, etc)
- Take change of shift report and make rounds: a. Check feedback tubes b. Check IVs c. Check for restraints, if any d. Check for residents/patients for safety & status e. Check environmental conditions f. Check emergency equipment
- Make out assignments and given report to unit staff taking into consideration acuity level (# pressure ulcers, treatments, tube feedings, suctioning, volume of meds, etc); assign staff to in-services
- Incidents/accidents: assess resident/patient; intervene as needed; notify nurse Manager/ANCC and/or MD as indicated; initiate report form and write Employee Account of Event as needed; update CCP
- Prepare for and attend environmental rounds, team meetings (CCP, restraint rounds), pressure ulcer rounds
- Attend staff meetings, committee meetings as directed
- Report pertinent resident/patient, staff or environmental concerns/problems to nursing Manager/ANCC
- Pick up and transcribe physician orders; make sure orders are complete and signed (especially telephone orders)
- Notify Environmental Services on problems/issues about housekeeping, linen, laundry
- Document medications and/or treatments given and look over MAR & TAR by end of shift for any omissions

## Relationships

Teamwork and Collaboration	This job is part of a formal work team within the department. Is a team member, but is not responsible or accountable for the team's activities.
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Guidance	Specific projects and goals are assigned with some latitude for decision-making and setting of priorities. Supervision is readily available and work may be checked for accuracy and completeness.
Problem Solving / Thinking Skills	Generally Defined – Information may need to be clarified in order to proceed. Problems are readily apparent.

### Working Environment

Occupational Risks	Significant portions (more than 50%) of daily assignments involve occupational risk, such as cuts, burns, exposure to toxic chemicals, injuries from falls, or back injury sustained with assisting in moving, lifting, or positioning patients, equipment, or materials.
Safety Equipment	Job may require the use of safety equipment, such as HEPA mask, for infection prevention.
Bloodborne Pathogens Exposure	OSHA Category I - Routine / anticipated exposure. Work involves exposure to blood, body fluids, or tissue.
Ergonomic Risks	Significant portions (more than 50%) of daily assignments involve ergonomic risk, such as regular repetitive tasks, forceful or prolonged exertions of the hands, vibration, cold temperatures, heavy lifting, pulling, pushing, or carrying of heavy objects, poor body mechanics, restrictive workstations, or awkward postures.
Lifting	Job requires lifting over 30 pounds.
Climbing Stairs	Job requires the ability to walk up and down stairs on a regular basis.
Stress Load	Constant exposure to these stresses (more than 80% of the time).
Manual Skills	Significant portions (more than 50%) of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity, e.g., typing or machine operations.
Physical Effort	Significant portions (more than 50%) of daily assignments involve prolonged standing, transporting patients, material or equipment, or lifting, moving, or carrying heavy (over 30 pounds) materials for intermittent periods throughout the day.

Work Schedule	Work may require evening, night, holiday, or weekend assignments on occasion.
Physical Environment	Some portions (less than 50%) of daily assignments involve exposure to dirt, odors, noise, or some work is performed with exposure to temperature / weather extremes. Working surfaces may be unleveled, slippery, or unstable.
Volatility of Workload	The workload required to perform this job has frequent changes, but the changes are relatively minor.
Travel	Position does not require travel to client/resident/patient locations. Work is completed in the office.

### Supervisory

Supervisory / Managerial Breadth	No supervisory responsibility. Does not hire or discipline.
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### Signatures

Supervisor:	Signature Date:
Human Resources:	Signature Date:

**I acknowledge that the above job description accurately reflects my job duties, but Archcare may require that I perform duties not included in this job description required for effective teamwork.**

Employee:	Signature Date:
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