

## **JOB DESCRIPTION**

**TITLE:** Registered Nurse Supervisor

**RESPONSIBLE TO:** Director of Nursing

**DEFINITION:** The Registered Nurse Supervisor is under the supervision of the Director of Nursing and responsibilities include:

- a. Meeting the total needs of the residents on the unit through the development and utilization of the nursing staff.
- b. Ensuring the highest degree of quality care can be maintained at all times.
- c. Properly utilizing resources (personnel and equipment) throughout the facility and making independent decisions in meeting these responsibilities.

### **QUALIFICATIONS:**

1. Graduate from an accredited nursing school or a nursing degree from an accredited college or university.
2. Currently licensed as an R.N. in Pennsylvania.
3. Satisfactory personal and professional references.
4. Knowledgeable of nursing and medical practices and procedures, as well as, laws, regulations and guidelines that pertain to long-term care.
5. Previous medical/surgical experience preferred.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Compliance**

1. Direct the day-to-day functions of the nursing activities in accordance with current rules, regulations and guidelines that govern the long-term care facility.
2. Ensure that all nursing personnel on your unit are following their respective job descriptions.
3. Monitor for survey compliance and participate in the development, maintenance and implementation of the facility's quality assurance program for the Nursing Department.
4. Participate in survey (inspections) made by authorized governing agencies.
5. Interpret the department's policies and procedures to personnel, residents, visitors and government agencies as required.
6. Make daily compliance rounds on your unit to ensure that all nursing personnel are performing their work assignments in accordance with acceptable nursing standards. Report findings to the Director of Nursing.
7. Review nurse's notes to ensure that they are informative, descriptive of the nursing care being provided, and that they reflect the residents' response to care.

8. Monitor medication passes and treatment schedules to assure that Medications are being administered as ordered and that treatments are provided as scheduled.
9. Report problem areas to the Director of Nursing. Assist in developing and implementing corrective action plans.
10. Ensure that all R.N.s and L.P.N.s are following Valley View Nursing Center's procedures for administration, storage and control of medications and supplies on your shift.
11. Complete quality improvement audit tools as assigned.
12. Implement and assure proper documentation of clinical programs such as NAR, restraint reduction, pressure ulcer management, weight protocol, vital signs, etc.

### **Staffing**

1. Participate with Director of Nursing in determining your shift's staffing requirements, completing employee performance evaluations and implementing progressive discipline when necessary.
2. Ensure that a sufficient number of nursing staff is available for your tour of duty and the following 24 hours. Is aware of census and makes staffing adjustments accordingly.
3. Assure that daily nursing care meets or exceeds the needs of each resident.

### **Communication**

1. Review 24 hour report in conjunction with oral report at the beginning of shift.
2. Keep the Director of Nursing informed of the status of residents and other related matters through oral and written reports.
3. Meet with residents, and/or family members as necessary.
4. Consult with resident's physician in planning resident care, treatment, rehabilitation, etc., as necessary.
5. Notify the resident's attending physician and next-of-kin when there is a change in the resident's condition.
6. Monitor lab results with appropriate communication to physicians.
7. Alert R.N. Assessment Coordinator and Director of Nursing about changes in resident condition and/or changes in acuity.
8. Receive and document physician orders for resident care, medications and treatment.

### **Administrative Decisions**

1. Make independent decisions concerning nursing care.
2. Make personnel and administrative decisions during off-shift hours and contact on-call administrative personnel as needed.

### **Direct Nursing Care**

1. Start and maintain all intravenous access devices as ordered by the resident's physician.

2. Assess and monitor seriously ill residents.
3. Provide direct nursing care as necessary.
4. Perform other work related duties as assigned.
5. Complete assigned paperwork.
6. Work all hours of duty as required.
7. Assess, plan and implement emergency care and first aid as needed to residents, staff and visitors.
8. Visit residents daily to assess and evaluate the residents' psychosocial and physical status.

### **Safety and Stewardship**

1. Monitor your shift's personnel to assure they are following established safety regulations in the use of equipment and supplies.
2. Ensure that nursing work areas (nurse's stations, medication preparation rooms, etc.) are maintained in a clean and sanitary manner.
3. Ensure that all resident care rooms, treatment areas, etc., are maintained in a clean and sanitary manner.
4. Ensure that only trained and authorized personnel operate the department's equipment in a safe manner.
5. Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste.
6. Secure the building at night by locking outside access doors and inspecting the building for unauthorized visitors.
7. Make minor repairs during off shift hours, and if necessary, contact on-call maintenance personnel.

### **Plan of Care**

1. Participate in the development of written preliminary and comprehensive assessment including the RAI, of the nursing needs of each resident as necessary.
2. Participate in family care conferences or direct LPN/CNA to attend conference.
3. Participate in the development and implementation of a written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident, indicates the care to be given and goals to be accomplished.
4. In so far as practical, encourage the resident to participate in the development and review of his/her plan of care.
5. Review resident plan of care for appropriate resident goals, problems, approaches and revisions based on nursing needs.
6. Ensure that all personnel involved in providing care to the resident are aware of the plan of care, and that it is used in administering daily care to the resident.
7. Make daily resident visits to observe and evaluate the residents' physical and emotional status.
8. Perform physical assessments and document in the medical record, notifying the physician and/or family of changes in the resident's health.

## **Problem Solving**

1. Use the problem solving process to promote conflict resolution among Nursing employees.
2. Monitor all incidents and assess for further investigation, intervention and follow-up.
3. Monitor and assess restraint usage.

## **Interdisciplinary Management**

1. Facilitate and monitor restorative programs.
2. Assist Social Service in planning the nursing portion of the resident's discharge plan.
3. Accompany the physician on resident visits as necessary.

## **WORKING CONDITIONS:**

1. Works in well-lighted and ventilated office area (s), as well as, throughout the nursing area. (medication preparation rooms, nurse's stations, residents' rooms, etc.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Uses electronic and computerized tools of communication. (i.e., fax, computer and telephone)
4. Susceptible to frequent interruptions.
5. Interacts with residents, personnel, visitors, government agencies and personnel, etc., in all aspects of job description.
6. Is subject to hostile and emotionally upset residents, family members, personnel and visitors.
7. Interacts and communicates with the medical staff, nursing personnel and other department supervisors and employees.
8. Required to work beyond normal working hours and on weekends/holidays as necessary.
9. Becomes involved in community and civic health matters/projects as appropriate.
10. Attends and participates in continuing education programs designed to keep you abreast of changes in the profession.
11. Susceptible to falls, burns from equipment, odors, etc., throughout the work day.
12. Susceptible to exposure to infectious waste, diseases, conditions, etc., not limited to and including HIV and Hepatitis B viruses.
13. Maintains a liaison with residents, their families, support departments, etc., to adequately plan for the residents' needs.
14. Possible mandation to remain on duty for the succeeding shift if no R.N. Clinician is available to relieve your shift.

## **SPECIFIC REQUIREMENTS:**

1. Must be proficient in the use of oral and written skills in the English language and must possess communication skills which make the Clinician understood easily.
2. Must possess the ability to make independent clinical, personnel and administrative decisions when circumstances warrant such action.
3. Must possess the ability to communicate tactfully with personnel, residents, family members, visitors, government agencies and personnel and the general public.
4. Must possess leadership and supervisory ability and the willingness to work at all levels of nursing care.
5. Must possess ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
6. Must have patience, tact, a cheerful disposition and enthusiasm, as well as, the willingness to handle difficult residents, employees and visitors.
7. Must be willing to creatively seek out new methods and principles of care and be willing to incorporate them into existing nursing practices.
8. Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
9. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
10. Must have physical dexterity and ability to utilize electronic and computerized equipment.

## **PHYSICAL REQUIREMENTS:**

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position and control own temper.
3. Must be able to see and hear, or use prosthetic devices that enable these senses to function adequately to assure that the requirements of this position can be fully met.
4. Must be in good general health and demonstrate emotional stability.
5. Must be able to lift a minimum of 50 pounds.

**RESIDENT AND STAFF SAFETY:**

Employees are responsible for actively participating in Valley View Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Inform residents and families about care, medications, treatments and procedures; encourage them to ask questions and participate with caregivers in the development of their treatment. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one’s own professional development and education to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.

**HIPAA Privacy Requirements**

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The “ HIPAA Privacy Rule “). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.

**ACKNOWLEDGEMENT:**

**I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Registered Nurse Supervisor and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that because of my employment that I may be exposed to HIV and hepatitis B viruses.**

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Date

\_\_\_\_\_  
Signature  
Registered Nurse Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Nursing Administration