

CONSULATE

HEALTH CARE

Clinical Nurse III (RN) (Unit Manager)

Name: _____

Date of Hire: _____

Department Assigned: Nursing

Supervisor: Director of Clinical Services or
Assistant

Director of Clinical Services

FLSA Classification: Non-Exempt

Duty Hours: _____

Job Code: CLNRSRN3

IT Security Level: _____

Purpose of Your Job Position

As a Consulate Health Care Clinical Nurse III-RN, you are entrusted with the responsibility of caring for our residents, families, co-workers, visitors, and all others; as well as demonstrating in all interactions, Consulate Health Care's five core values of Compassion, Honesty, Integrity, Respect, and Passion. The primary purpose of your position is for managing the staffing needs and providing supervision for nursing staff providing direct resident care to ensure quality resident care on the assigned unit. This position assists in staff development. Such supervision is in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Clinical Services to ensure that the highest degree of quality care is maintained at all times. You are entrusted to provide innovative, responsible healthcare with the creation and implementation of new ideas and concepts that continually improve systems and processes to achieve superior results.

Job Function

As Clinical Nurse III-RN, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. Responsible for providing direct resident care in accordance with established plans. Supervises Clinical Nurses and Nurse Techs. This job description does not list all the duties of the job. You may be asked by the supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in his job description. The employer has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Duties and Responsibilities

1. Act in the capacity as a Team Leader in a modified primary care setting.
2. Provide regular resident status updates to appropriate personnel.
3. Supervises Nurse Techs/Clinical Nurse I & II, and participate in their evaluations.
4. Conduct and document a thorough assessment of each resident's medical status upon admission and throughout the resident's course of treatment.
5. Assist in the development and implementation of an individualized treatment plan for each assigned resident.
6. Comply with evaluation, treatment, and documentation of Consulate Health Care guidelines.
7. Maintain ongoing communications with physicians concerning resident care.
8. Complete required documentation in an accurate and timely manner.
9. Assist in recruiting and hiring nursing staff.
10. Provide supervision/counseling as needed to unit nursing staff.
11. Facilitate problem solving and open communications with the unit nursing staff.
12. Assist with completion of annual performance appraisals for all unit nursing personnel, including competency checklists.
13. Assist nursing personnel to act in compliance with corporate policies and procedures and regulatory requirements.
14. Monitor compliance with resident record documentation requirements, as directed.
15. Act as a resource person for nursing personnel and other staff.
16. Coordinate staffing schedules to ensure adequate coverage.
17. Ensure effective interactions with patients and families.
18. Ensure compliance with resident rights policies and work with families and other staff, as needed, to resolve grievances.
19. Actively participate in the quality improvement process for the facility.
20. Must complete Preceptor Training.

Duties and Responsibilities (Continued)

21. Schedule, conduct, and document regular meetings with direct reports staff to ensure effective communication.
22. May assist as preceptor for Clinical Nurse I, II, or another III.
23. Attend and participate in care team conferences and/or other meetings with other departments to ensure satisfactory resident care.
24. Access continuing education opportunities appropriate to discipline and responsibilities in order to maintain clinical competency.
25. Adhere to facility policies and procedures and participates in facility quality improvement and safety programs.
26. Participate in and/or provide in-service education sessions.
27. Oversee Falls Program and Pressure Sore Program on their unit.
28. Perform routine nursing services for residents as directed.
29. Act in compliance with Consulate, regulatory and professional standards and guidelines.
30. Embrace Consulate Health Care's five core values of compassion, honesty, integrity, respect, and passion, and incorporate them into the daily job function.
31. Demonstrate respect and compassion in every interaction.
32. Conduct oneself with the highest degree of honesty and integrity in every interaction.
33. Demonstrate a passion for caring as evidenced by interactions with co-workers, residents, families, and visitors.
34. May be trained and assigned to perform the Customer Care Liaison duties as needed.
35. Perform other duties, as assigned.

Resident Rights

Ensure that all nursing care is provided in privacy and that nursing service personnel **knock** before entering the resident's room.

Ensure that all nursing service personnel are knowledgeable of the residents' responsibilities and rights including the right to refuse treatment.

Review complaints and grievances made by the resident and make a written/oral report to the Nurse Supervisor indicating what action(s) were taken to resolve the complaint or grievance. Follow the facility's established procedures.

Maintain a written record of the resident's complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.

Report and investigate all allegations of resident abuse and/or misappropriation of resident property.

Ensure that nursing staff personnel honor the resident's refusal of treatment request. Ensure that such requests are in accordance with the facility's policies governing advance directives.

Working Conditions

Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).

Moves intermittently during working hours.

Is subject to frequent interruptions.

Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.

Communicates with the medical staff, nursing personnel, and other department directors.

Works beyond normal working hours, and in other positions temporarily, when necessary.

Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).

Attends and participates in continuing educational programs.

Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.

Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and **AIDS** and **Hepatitis B** viruses.

May be subject to the handling of and exposure to hazardous chemicals.

Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

Education & Certifications

Graduate/Completion of approved/accredited school of nursing. Valid license as an RN in the state of practice.

Must have CPR Certification

Experience

Must have a minimum (3) years nursing experience preferred in a setting serving the same age/type of resident population served by this facility. Minimum one (1) year experience in nursing administration.

Specific Requirements

Must possess a current, unencumbered, active RN license to practice as a nurse in this state.
Must be able to read, write, speak, and understand the English language.
Must demonstrate knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
Must be a supportive team member, contribute to and be an example of teamwork and team concept.
Must possess the ability to make independent decisions when circumstances warrant such action.
Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to nursing care facilities.
Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
Must be able to relate information concerning a resident's condition.
Must not pose a direct threat to the health or safety of other individuals in the workplace.
Must possess excellent communication and interpersonal skills.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
Must be able to speak and write the English language in an understandable manner.
Must be able to cope with the mental and emotional stress of the position.
Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
Must meet the general health requirements set forth by the policies of the company, which include a medical and physical examination.
Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description, physical demands and working conditions associated with the job and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position of Clinical Nurse III- RN and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature- Clinical Nurse III- RN: _____

Date: _____ Signature- Director of Clinical Services: _____