

Position Title: Registered Nurse

FLSA Status: Non-exempt

Reports to: Director of Nursing

Department: Vernon Manor



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position assists in the planning, organizing, developing, and directing nursing service in accordance with current applicable federal, state, and local standards, guidelines, and regulations, and as may be directed by the Director of Nursing or the administrator, to assure that the highest degree of quality resident care can be maintained at all times.

II. Essential Duties and Responsibilities

- Assists in the planning, developing, organizing, implementing, evaluating and directing of your unit/shift's activities.
- Meets with administrator, medical and nursing staff as well as other related departments in planning department services, programs and activities.
- Develops and maintains a good working rapport with inter-department personnel, as well as other departments within the facility to assure that the department services and activities can be properly maintained to meet the needs of the residents.
- Assists in developing and maintaining nursing objectives and standards.
- Assists in developing, implementing and coordinating department policies and procedures, resident care plans, nursing procedure manuals, job descriptions, etc.
- Assures that department personnel, residents, visitors, etc., follows established policies and procedures at all times.
- Interprets department policies and procedures to personnel, residents, visitors, family members, etc. as necessary.
- Visits each resident at least once during your work shift to assure appropriate resident care is being rendered, and make corrections as necessary.
- Ensures that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage a complaint are followed by all department personnel.
- Assures that residents have a clean, safe, orderly and comfortable environment.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Assists in the development of and participates in programs designed for in-service education, on the job training and orientation classes for newly assigned department personnel.
- Maintains an excellent working relationship with the medical profession and other health related facilities and organizations.
- Creates and maintains an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment through the unit/shift.
- Assists in the training of competent department personnel and makes recommendations to the Director of Nursing or the administrator.
- Meets with department personnel on a regular basis to assist on identifying and correcting problem areas and/or the improvement of services.
- Reviews and evaluates the department's work force and makes recommendations to the Director of Nursing or the administrator.
- Participates in discharge planning, development and implementation of resident care plans, resident assessments, etc.
- Interviews residents or family members, as necessary.
- Performs administrative requirements such as completing necessary forms, reports, etc., and submitting such to the Director of Nursing as required.
- Involves the resident/family members, as necessary.
- Assists in arranging transportation of residents to other facilities when necessary.
- Assists in evaluating and assessing medical, social, psychological, spiritual, restorative and rehabilitative care plans as well as instructions in self-help.
- Assists in determining departmental assignments, employee performance evaluations, and makes recommendations to the Director of Nursing concerning termination, transfers, etc.
- Participates and assists in departmental studies and projects as assigned or that may become necessary.
- Maintains confidentiality of all pertinent resident care information to assure residents' rights are protected.
- Coordinates Nursing Service with other departments.
- Assures that a stock level of medications, medical supplies, equipment, etc., is maintained at adequate levels at all times.
- Inspects the nursing service areas and practices on a daily basis to assure compliance with current applicable regulations.
- Completes required record keeping forms upon resident admission, discharge, transfers, etc.
- Assists in evaluating and implementing recommendations from the facility's committees, such as Utilization Review, Pharmacy, Infection Control, etc.
- Assists in developing nursing care plans for individual residents.
- Notifies the resident's attending/alternate physician as well as the resident's legal guardian/representative when the resident becomes critically ill, injured, etc., as outlined within our established policies.
- Works with the facility's consultants as necessary and implements recommended changes as directed by the Director of Nursing or the administrator.

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- Assists in setting standards for department personnel.
- Reviews complaints and grievances and makes necessary oral/written reports to the Director of Nursing.
- In cases of death, may call the funeral home as requested by the family, or as outlined in our established policies.
- Evaluates emergencies and determines emergency measures to be used, including the use of restraints.
- Makes independent decisions regarding nursing care.
- Delegates authority, responsibility, and accountability to other responsible unit/shift personnel.
- Attends and participates in workshops, seminars, etc., as approved.
- Recommends to the Director of Nursing the equipment and supply needs of the department.
- Makes written and oral reports/recommendations to the Director of Nursing concerning the operation of the nursing unit/shift.
- Assures that the unit/shift area is maintained in a clean and safe manner for resident comfort and convenience by assuring that necessary equipment and supplies are maintained to perform such duties/services.
- Assists in standardizing the methods in which work will be accomplished.
- Notifies physician of accidents and fills out and completes accident/incident report forms.
- Starts IV's, obtains sputum, urine and other lab tests as ordered.
- Assures that the total nursing needs of residents are met by assuring that proper number of nursing personnel is on duty.
- Assists in scheduling department working personnel to their assignments, etc., to maintain quality resident care.
- Assists in establishing the administration, procedure and control of medication, etc., as recommended by the pharmacist and pharmacy committee.
- Takes TPRs, blood pressures, etc., and chart as required.
- Assumes the authority, responsibility and accountability of directing your nursing unit/shift.
- Attends and participates in your professional associations' activities and programs, etc., to assure that you keep abreast of current regulations and guidelines, as well as professional standards, and makes recommendations on changes in policies and procedures to the Director of Nursing.
- Assures that all nurses' notes are informative and descriptive of the nursing care provided, and of the residents' response to the care.
- Reviews the nursing requirements of each resident admitted to the facility, as may be required, and assists the attending physician in planning for the resident's care.
- Assures that nursing personnel follow our established nursing procedures.
- Makes rounds with attending physician as necessary.
- Encourages attending physicians to record and sign physician's orders, progress notes, etc., as well as reviews the treatment plan.

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- Assists the Licensed Practical Nurse and other nursing personnel in performing nursing procedures as necessary.

III. Related Job Functions

- Performs related work as required or directed.

IV. Physical Demands

- Works in well-lighted/ventilated areas, as well as throughout the nursing service areas.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with medical staff, nursing personnel and other department staff.
- Is willing to work beyond normal working hours and in other positions temporarily, when necessary.
- Is involved in various health matters/projects.
- Attends and participates in continuing educational programs.
- Is subject of falls, burns from equipment, infectious diseases, substances, odors, etc., throughout the work day.
- Is able to move intermittently throughout the work day.
- Is able to speak the English language in an understandable manner.
- Is able to cope with the mental and emotional stress of the position.
- Possesses sight/hearing senses, or uses prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Functions independently, has flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies.
- Is in good general health and demonstrates emotional stability.
- Is able to relate to and work within ill, disabled, elderly, emotionally upset and at times hostile people within the facility.
- May be required to lift residents, medical equipment, supplies, etc.

V. Education and Training Requirements

- Is, as a minimum, a graduate of an approved two-year RN program, and has a current license as an RN in the State of Wisconsin. Is preferred, as a minimum, to have one-year experience in a supervisory position in a hospital, skilled nursing facility or related medical facility with training in rehabilitative and restorative nursing practices.

- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.