

## ACCENT ON INDEPENDENCE

### JOB DESCRIPTION

Title: Registered Nurse (RN)	Reports To: Director of Nursing
	Date: March 2, 2010

#### **GENERAL PURPOSE OF POSITION**

Under the direction of the Director of Nursing provide quality nursing services to clients. The primary goals are promotion of client health, dignity, independence, comfort, mobility, personal appearance, and safety.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

Approx.

% of time      Duty or Responsibility

- Provide skilled nursing services per the client's individual Plan of Care (Form 485).
- Provide a skilled nursing assessment of all systems noting any changes in condition.
- Update the Client Care Plan every year (or more often if warranted) with the client.
- Review the 485 every certification period, note any changes on the 485, and turn it in to the Director of Nursing prior to recertification.
- Notify the medical doctor of any changes that warrant the doctor's intervention and write any verbal orders received.
- Note any changes of medication.
- Prepare and administer medications as ordered by the physician.
- Update medication profiles as changes occur and update the profile for every certification period for the chart and display in the client's home.
- Ensure that an adequate supply of medications, supplies, and equipment are on hand to meet the needs of the client including preparation in the event of an environmental emergency.
- Assess the need for an increase or decrease in skilled nursing visits due to change in status.
- Assess the client's functional/safety status and notify the Director of Nursing of any changes in equipment or therapy needs.
- Update the Client Care Plan as care needs change and give copy of revised Client Care Plan to the Director of Nursing and the Scheduler.
- Report/update client's condition with the Director of Nursing on a weekly basis.
- Follow **AOI's** protocol regarding the reporting and recording of client complaints.

Notify the appropriate AOI personnel if the client is involved in an accident or incident.

Participate in RN staff meetings.

Maintain accurate and legally appropriate documentation of nursing care, actions, and observations, and ensure the responsible documentation of nursing care and health orders.

Maintain open and effective communication channels with Director of Nursing, members of the client's health care group, the client, and his/her family and representatives.

Accept accountability and responsibility for own actions within the nursing practice and maintain an effective working knowledge of **AOI's** policies and procedures and current legislation relevant to home health care.

Maintain contemporary professional knowledge and skills through participation in external and internal in-services.

Actively contribute to AOI by participation in regular RN staff meetings, organizational meetings, and external seminars and associations.

Contribute to the provision of quality nursing care to clients by the assessment of health status, preparation, and monitoring of Client Care Plans and provision of services in accordance with contemporary practice.

Implement planned nursing care to achieve identified outcomes, and evaluate care.

Supervise the duties and provision of care provided by CNAs and PCWs as appropriate.

Report all discrepancies noted concerning the physician's orders, diet change, charting error, etc. to the Director of Nursing.

### **OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as requested by the Director of Nursing that are commensurate with training and/or experience. The client or his/her representative may make additional requests for services not described within this document. Such requests may be performed if time allows during the visit. Must adhere to the policies and procedures of AOI. Should have the ability to respond appropriately in stressful situations.

*Employees are held accountable for all duties of this job.*

### **RESPONSIBILITIES FOR WORK OF OTHERS**

Provides supervision of Certified Nursing Assistants and Personal Care Workers in the client's home a minimum of every two weeks and every 90 days, respectively. In addition, a client supervisory visit with the CNA present must be completed every sixty days. For clients with only CNA care, the supervisory visits are required every sixty days and the CNA must be present. The RN is responsible for observing CNA's demonstrating new skills in the client's home and for awarding CEUs. A supervisory meeting with the PCW present must be completed every ninety days.

## **RESPONSIBILITY FOR INTERPERSONAL CONTACTS**

Registered Nurses should be able to communicate effectively and must possess the ability to deal tactfully with clients, other AOI employees, the client's medical doctor, family and friends of the client, and the general public. The RN must be able to clearly relate information concerning a client's condition. The RN must have patience, tact, and a willingness to handle difficult clients. The RN must maintain strict client confidentiality at all times.

## **POTENTIAL IMPACT OF WORK ON THE ORGANIZATION**

### **POSITION QUALIFICATIONS**

#### **EDUCATION/FORMAL TRAINING**

Graduate of an approved RN Program

#### **LICENSES, CERTIFICATES, REGISTRATIONS**

Must possess a current, unencumbered license to practice as an RN in the state of Colorado.

Current CPR certification is preferred but not required.

#### **WORK EXPERIENCE**

Experience in the field of home health care is preferred but not required.

#### **SKILLS**

Must have good knowledge of basic nursing and medical techniques and procedures, as well as laws, regulations, and guidelines that pertain to home health care and in particular, knowledge of Medicaid/Medicare rules and regulations.

Must have the knowledge and skills to observe, identify, report, evaluate, and document client's progress and reactions to care.

Must be able to work independently, prioritize work, and display time management skills.

Must have interpersonal skills including empathy, responsibility, self-control, and good judgment.

Must have ability to work in a team and show leadership.

Must have ability to speak clearly and effectively in a variety of settings.

Must have ability to listen attentively and actively.

Must have ability to follow written and oral instructions

Must have a record of reporting to work consistently and on time.

Must have the knowledge and ability to provide infection control measures.

Must have ability to successfully complete quizzes given on subject matters covered during orientation.

### **PHYSICAL DEMANDS:**

While performing the duties of this position, the employee will be required to perform tasks involving physical activity and should be able to push, lift, and move a minimum of

50 lbs. The RN must be in good general health and demonstrate emotional stability. Employee must have own transportation to include valid driver's license, current auto insurance and reliable vehicle, or a workable plan for alternate transportation.

**WORK ENVIRONMENT:**

May be subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses. Flexible work schedule to include days/nights, weekdays, and some required weekends. Each RN is required to do on-call once a month. On-call is from 4:30 PM to 8:30 AM Monday through Thursday and from 4:30 PM Friday through 8:30 AM Monday for the weekend. AOI does not schedule in shifts or guarantee hours.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.