

Meadowview Residential Care

Position Description

Title: Nurse (LPN or RN)

Immediate Supervisor: Administrator/Manager

FLSA Position Classification: Non-Exempt

Education and Licensing Requirements:

This position requires graduation, or certification of graduation equivalency, from an accredited high school or adult learning institution and current licensure as an LPN by the Missouri Board of Nursing.

License Requirements:

This position requires completion of an accredited and licensed Nursing Program and active certification and registration with the State of Missouri as an LPN or RN.

Specialized Knowledge and Ability Requirements:

1. Must have working knowledge of commonly used medications for elderly adults and their prescribed dosages, indication, and potential side effects.
2. Must have strong documentation and recording skills in tracking medical services coordinated for adults in residential care.
3. Must possess skills in medical triage of sick or injured residents to determine the appropriate course of action in providing medical services and treatment.
4. Must have knowledge of common infection control practices and development of infection control policies.

Experience Requirements:

Prior experience in direct service to seniors in either a nursing capacity or other direct service capacity is preferred but not required for employment consideration for the position of Nurse.

General Requirements:

1. The applicant must be at least 21 years of age at the time of their application.
2. The applicant must be free from felony conviction or misdemeanor involving moral turpitude and must not receive a conviction of such while an active employee.
3. The applicant must not have been named as the perpetrator in any substantiated abuse or neglect complaint.
4. The applicant must be free from the use of controlled substances and demonstrate such by submitting to a pre-placement drug screen and periodic random drug screens while employed.
5. The applicant must be able to speak, write and read English to the extent necessary to perform essential functions of the job.
6. The applicant must be employable in the U.S. and provide verification of identity prior to hire.

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Essential Functions of Position:

The person who occupies the position of Nurse must possess the appropriate knowledge, skills and abilities to perform the following essential functions of this position.

1. Responsible for the design and oversight of all aspects of the facility medical services delivery system under the supervision of the Administrator/Manager and Executive Director.
2. Assures that medical services are delivered by the CMTs/CMAs within existing facility policy and state regulations.
3. Reviews resident charts daily for changes in medical orders.
4. Maintains the residents' charts to assure that they are up to date, orderly, and accurate. Archives information that needs to be removed from the file but retained in the residents' records.
5. Assures that resident have had a history and physical done, preferably prior to admission, but at least within 10 days of admission. Assures residents have an annual physical performed by their primary care physician and have an initial Tb test done upon admission and annually thereafter.
6. Communicates any changes in the medical condition of residents to the residents' physician.
7. Completes monthly nursing summaries and quarterly dietary summaries on each resident in accordance with state regulation.
8. Fields telephone calls concerning the residents from physicians, pharmacies or other healthcare practitioners.
9. Oversees the medication supplies for each resident and takes the lead in notifying the pharmacy of the need for any refills.
10. Continually communicates medical conditions and needs of residents to the CMTs/CMAs and the Administrator/Manager.
11. Establishes and maintains a kind and positive relationship and rapport with the residents to better identify their needs of care.
12. In the absence of the CMTs/CMAs, administers prescription medication to the residents in accordance with the prescriptions provided by the physician.
13. In the absence of the CMTs/CMAs, administers over-the-counter medications to the residents in accordance with the medical orders or label directions.
14. Reviews all medical telephone orders from physicians.
15. Provides consultation personally and via telephone to CMTs/CMAs in answering questions regarding health care needs of residents. Is required, unless on leave or sick leave or incapacitated, to serve as resource for CMTs/CMAs in determining the appropriate course of action in situations where medical care for residents may be necessary.
16. Responsible for maintaining the inventory of medical supplies and equipment and for reporting any needs to the Administrator/Manager for reordering.
17. Responsible for assisting in the continual evaluation of infection control policies and procedures of the facility.
18. Documents behavioral, physical and emotional condition of residents to assist in evaluating the needs of the residents to provide for effective intervention and service plan construction.
19. Assures that incidents are reported within the provisions of facility policy.

20. Assists in the continual evaluation of safety, health and security practices and policies of the facility and makes recommendations to facility administration as to the appropriate course of action to take in assuring a safe and healthy environment for the residents and staff.
21. Is responsible for other directives and responsibilities given by the administrative team as needs and situations dictate.

Physical Requirements/Working Conditions for Position

The person who occupies the position of Nurse must be able to, with reasonable accommodation, perform the essential functions associated with this position. In the performance of the essential functions of this position the person will encounter the following working condition associated with the normal duties of this position.

Administrative tasks requiring the use of the following equipment:

- Telephone
- Fax machine/copier
- Paper shredder
- Adding machine/calculator

Normal job tasks involving the use of the following equipment and materials:

- Examination gloves
- Medical equipment including blood pressure cuff, stethoscope, thermometer, etc.
- General household cleaners

General working conditions:

- Indoor office conditions
- Minimal seated office work
- Moderate periods on feet while tending to residents' needs and facilitating their participating in program activities
- Occasional moderate lifting as necessary to assist residents
- Moderate lifting involved in stocking supply items and inventory
- Extensive, direct interpersonal interaction with residents

Not all possible working conditions associated with this position are listed here. The person performing the duties associated with the position of Nurse may, on occasion, encounter other conditions that are not specifically listed here.

Work Schedule for the Position of Nurse

This position requires, at the minimum, 16 hours/week according to state regulations. The schedule for this position will be determined by Administrator/Manager.

Statement of Employment Status/Acknowledgement

I acknowledge receipt of this position description. I understand that the specific duties associated with my position may be modified to meet the changing needs of the facility program. I will be notified by the supervisory team if there are changes in the tasks associated with my position.

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I understand that this position description in no way constitutes a contract for employment and that my employment remains at will. My employment may be terminated any time by either myself or the Ladies Union Benevolent Association with or without cause.

Employee Signature and Date

Supervisor Signature