

## Snyder Village Position Description

Position Title: Hall Nurse

FLSA Status: Non-Exempt/Professional

Reports To: Director of Nursing

### **General Description**

Renders professional services under the direction of the Physician and in compliance with Snyder Village policies and procedures. Oversees the personal care given by the C.N.A.'s.

### **Minimum Training, Experience and Certification Requirements**

- Current nursing license from the Illinois Department of Registration and Education. Experience is desirable but not mandatory. Have or obtain CPR certification.
- Ability to oversee and administer medical care and treatment.
- Possess characteristics of understanding, patience and tact in dealing with residents, their families and visitors.
- Be willing to uphold the Mission and Values of Snyder Village.
- Must be able to spend approximately 90% of work time walking, standing, pushing, pulling, bending, reaching or lifting. Must be able to lift in excess of 20 pounds.

### **HOURS OF WORK:**

Coverage is required 24 hours per day, 7 days per week, therefore staff will be required to Work at least every other weekend and every other holiday as scheduled.

### **Personal Characteristics**

- Must possess a pleasant personality, patience, tact, and enthusiasm.
- Must be able to deal tactfully with authority figures, staff members, residents, family members, and the general public.
- Must possess organizational skills and have ability to multi-task.
- Must be able to prioritize the daily activities of the position.
- Must be willing to work as a team member.
- Must have the willingness and ability to handle difficult situations.

### **Job Responsibilities, Duties and Authority**

- Assists in maintaining a spiritual, physical, social and psychological environment which will be conducive to the best interests and welfare of the residents.
- Provides nursing care according to physician orders and in conformance with recognized nursing techniques and procedures, established standards and administrative policies.
- Responsible for the total nursing care of the residents during his/her tour of duty. Responsible for knowledge of residents' condition at all times. Objectively observes changes in residents' condition including mental and emotional changes as means for analyzing and determining care required and/or the need for future medical evaluation and treatment. Seeks and follows consultation from the DON as needed.
- Oversees CNA's working on his/her Hall. Inspires, informs and sees that the CNA's on his/her hall adhere to all expectations, safety standards and regulations.
- Demonstrates adherence to Hall Nurse Expectations.
- Responsible to attend all necessary training and understand care required by all levels of care.
- Knowledge of and able to assist with carrying out each resident's care plan.

- Assists with admission, transfer and discharge of residents giving and receiving necessary information, required medications and supplies, making their transition as smooth as possible for the residents and families.
- Assists in teaching residents good health habits.
- Notifies physician when change noted in residents' condition, makes rounds with physician, coordinates appointments and transportation for the residents.
- Notifies families (or person assigned responsible for the welfare of the resident) of resident's condition, progress, needs, etc., as deemed necessary.
- Responsible for proper administration of medication including oral, rectal, hypodermic intra-muscular and intravenous.
- Responsible for order of medications and related supplies and inspects upon delivery to determine if the order has been filled properly.
- Responsible for proper carrying out of treatment such as enemas, irrigations, catheterizations, applications of dressings or bandages, supervision of special diets and restorative or maintenance measures, blood draws, etc.
- Takes temperatures, respiration and pulse, B/P, collects specimens, etc.
- Maintains accurate records reflecting residents' condition, medication and treatment.
- Oversees the orientation and on-the-job training plan for Hall staff as outlined by the Director of Nursing.
- Responsible for cooperation between members of his/her Hall staff and other department staff and residents. Is responsible to assess and maintain appropriate and safe work environments for the entire health center. Oversees scheduling and call offs. Assures that the facility/units are appropriately staffed and supervised. Makes appropriate referrals to other Departments.
- When an individual staff call-in occurs which leaves a vacancy in the nursing work schedule it shall be the duty of the Charge Nurse to try and fill the vacancy. The Charge Nurse may delegate to other nurses to assist with call off occurrences.
- Notifies Director of Nursing and/or Administrator of all emergencies, accidents, serious illnesses, deaths, etc. per the Nursing Responsibilities and Decision Making protocol.
- Immediately notifies Director of Nursing and/or Administrator of any instances of abuse or suspected abuse.
- Responsible for knowing procedures and taking appropriate action in the case of fire or other disaster.
- Oversees that the emergency call system for Snyder Village Apartments and Cottages are answered and appropriate action is taken such as calling the physician, family or rescue squad.
- Participates in and promotes quality assurance as directed.
- Provides input to CNA performance appraisals.
- Provides input to resident room moves or transfers.
- Performs other and related duties as may be assigned.
- Attends In-service training sessions and monthly nurse meetings as required.

### **Working Conditions**

- Sits, stands, bends, lifts and 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, employees, etc.
- May work beyond normal working hours, on weekends, holidays, and in other positions temporarily in staff emergencies, and to ensure proper care for all residents.
- Must be able to lift, pull, push and move equipment, supplies, etc.

**Employee Acknowledgment**

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_