



JOB DESCRIPTION
Residence Nurse

New _____ Revised X Exempt _____ Nonexempt X Classification Band F

Tim Emmett
Revised by

09/2/2011
Date

Patricia Wrublewski
Approved by

09/2/2011
Date

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

The Residential Nurse's primary responsibilities are:

- Supervising the daily operations during the residential shift.
- Providing services to the patients.
- Solving problems involving patient care.

The services provided are determined by working in close consultation and collaboration with the patient's Primary Nurse.

This position reports to the Residence Manager.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

Clinical:

Time: 85%

- Reports any significant changes in the patient's status to Primary Nurse or Residence Nurse Manager.
- Implements plan of care as established by Primary Nurse and completes assessments.
- Administers medications/ treatments as directed.
- Supervises aides (home health aides (HHAs), personal care aides (PCAs) and certified nurse aides (CNAs)) on duty.
- Makes accurate, complete, and timely entries in the patient's residential clinical record using Suncoast.
- Assists Medical Director/primary physicians as needed.
- Contacts the Primary Physician as appropriate
- Assures or directly provides personal care, feeding, bathing and laundry to patients in the Residence.
- Monitors the supply of medications, including cassettes, and participates in ordering medications as appropriate.
- Performs narcotic count every shift and as required.
- Prepares and presents change of shift report
- Disposes of Medications

Administrative:

Time: 10%

- Assures that coverage for next shift is present before leaving the Residence.
- Works closely with other members of the interdisciplinary team to enhance care and support for patient and family.
- Oversees volunteers who provide meals, shopping and other tasks as needed.
- Maintains up-to-date knowledge of the Residential Unit's policies and procedures, including health, fire and safety measures.
- Participates in meal preparation, preparing and monitoring grocery lists as needed.
- Monitors supplies and reports needs to Residential Nurse Manager or, if unavailable, to Associate Director of Patient Services.
- Assures safety of patients.
- Attends Residence Meetings
- Attends required in-service programs

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

As assigned.

Time: 5%

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)

Supervises the aides and any volunteers working the same shift in the Residential Unit.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

- Understands and is committed to the hospice philosophy of care. (required)
- Able to function as a team member. (required)
- Able to supervise effectively. (required)
- Able to relate to and care for people from all walks of life in a calm, courteous and professional manner. (required)
- Maintains client confidentiality. (required)
- Is a Registered Nurse or Licensed Practical Nurse in NYS. (required)
- Has at least 2 years experience in acute care.(preferred)
- Has experience in hospice and/or home care. (desirable)

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

None

VII. PUBLIC CONTACT (Within and without of the organization)

Generally, the only public contacts are visitors to the Residential Unit and telephone calls.

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

- Occasional transporting/moving equipment, stocking supplies, etc. is required.
- Repositioning of patient, moderate lifting, etc. is required.
- Able to push or pull 50 pounds and lift 50 pounds with assistance.

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

May be required to fill in or extend hours during weather or other emergencies.

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Hospicare and Palliative Care Services of Tompkins County, Inc., reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Signature

Date