

**SAINTJOHN'S COMMUNITIES  
JOB DESCRIPTION**

**JOB TITLE:** Registered Nurse

**REPORTS TO:** Nurse Manager

**STANDARD PRECAUTIONS:** Category I

**FLSA:** Non-Exempt – Hourly

**JOB CODE:** 1-1

**JOB OBJECTIVE**

Under the general direction of the Director of Nursing or Nurse Manager, the Registered Nurse (RN) provides nursing care to residents; ensures resident satisfaction and adherence to policies, procedures, standards, and regulations. Role models person first behaviors and holds others accountable to Saint John's person-centered philosophy of care and service to provide our residents with the power of choice.

**QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES**

**Qualifications:**

1. Must be a graduate of an accredited School of Nursing and currently licensed as a Registered Nurse in the State of Wisconsin.
2. Must have at least 2 years of experience in a geriatric/rehabilitation setting. One year acute medical/surgical hospital experience preferred.
3. Must be CPR certified.
4. Must be able to read, speak and write English.

**Knowledge:**

1. Familiar with State and Federal regulations/guidelines for primary work area: Skilled Nursing Facility (Windsor); CBRF (Stratford and Canterbury) and RCAC (Towers).
2. Understands the MDS system and is able to complete the nursing component (Windsor).

**Skills:**

1. Possesses basic computer skills with some proficiency in the use of Microsoft Outlook.
2. Able to provide constructive performance feedback to facilitate staff development.

**Abilities:**

1. Demonstrates dependability and reliability in adhering to an established work schedule. Able to work flexible hours to meet scheduling requirements.
2. Demonstrates performance efficiency in managing workload with little overtime. Able to adapt to changing organizational needs.
3. Displays excellent written and verbal communication skills. Knows and follows existing lines of communication and authority. Exhibits a warm, cheerful, caring manner when interacting with residents, families, co-workers and other guests at Saint John's.
5. Must be professional in actions, dress appropriate to the position, have excellent customer service skills, and desire to work with and serve older adults.
6. Must demonstrate the ability to comprehend and follow established procedures. Able to multi-task and work independently while performing various job duties.

**ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:**

**Person Centered Care/Professional Integrity and Responsibility**

1. Strives to create an environment that supports the six dimensions of wellness for our residents: physical, social, emotional, intellectual, vocational and spiritual needs.

2. Acts with honesty and openness when representing Saint John's. Supports a work environment that values respect, fairness, inclusiveness and integrity.
3. Promotes responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve. Fosters positive relationships between residents, families and staff by promoting teamwork.
4. Balances the person-first philosophy and individual choice with the resident's medical needs in clinical decision-making.
5. Know each person as an individual who can and does make a difference. Know and honor the person before the task in the performance of work duties.

### **Clinical Performance**

1. Utilizes the nursing process to perform comprehensive, systematic assessments of a resident's physiological, psychological, emotional, intellectual, intellectual, vocational, and spiritual needs. Based on the results of these assessments, will develop, periodically review, and revise as needed an individualized plan of care.
2. Documents assessment results thoroughly, accurately and timely.
3. Collaborates/consults with other members of the health care team through such avenues as Care Conferences, morning stand-up, and 1:1 meetings with residents, families and other team members.
4. Develops a teaching plan designed to meet resident needs. Plan will reflect the resident's learning style (auditory, visual, performance demonstration).

### **Leadership**

1. Participates in a Quality Improvement team.
2. Fulfills the role of resident advocate. Consults with Saint John's Ethics Committee as needed.
3. Collaborates with Education Manager in the orientation of new staff.
4. Promotes operational efficiency through the judicious use of medical supplies, medications, dressings, and equipment. Requests replenishment of supplies when needed and completes the necessary paperwork for billing purposes. Monitors the use of supplies by others.
5. Participates in educational programs and seminars to continually refine clinical skills and enhance interpersonal relationships. Shares learnings with others.

### **Supervisory**

1. Assures that sufficient staff are present to provide resident care as outlined in the residents' plans of care.
2. Delegates resident care to LPNs, Med Passers and RAs recognizing their individual knowledge, skills and abilities.
3. Supervises LPNs, Med Passers, and RAs directly and indirectly to assure that all delegated activities are completed thoroughly, accurately and timely.
4. Utilizes critical thinking to solve problems and make decisions.
5. Provides informal performance feedback. Takes immediate action when unacceptable performance issues arise with any team member. Collaborates with DON/Nurse Manager on all coaching, counseling and disciplinary actions.
6. Acts as the Person in Charge of residents at Saint John's in the absence of a member of the Saint John's Leadership Team (ex. Weekends, holidays, weekdays during non-business hours).
7. Assumes command in emergency situations as outlined in Saint John's Fire and Disaster procedures, work area emergency plan and administrative manual.

- a. Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

**Professionalism**

1. Maintains the confidentiality of proprietary business, financial, health, personal or other information concerning residents, employees, consultants, prospects and operations and where appropriate complies with the Health Insurance Portability and Accountability Act (HIPAA) as well as corporate and departmental standards.
2. Assures that all resident rights are maintained. Report any violations of suspected deviations according to Saint John's policy. Assist in the investigation of allegations of abuse and misappropriation of resident's property according to State and Federal regulations.
3. Works cooperatively with residents, clients, families, volunteers, visitors and all levels of staff throughout the organization.

**WORK SETTING/ENVIRONMENT**

<b>Setting</b>	Work is performed indoors in a well-lighted and clean building with some exposure to dust.
<b>Temperature</b>	Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees.
<b>Endurance</b>	In general, needs physical stamina because considerable time is spent walking, standing, bending at bedside.
<b>OSHA Risk</b>	Frequent exposure to blood, body tissue and fluids with some exposure to infectious diseases and hazardous materials. Exposure to bodily injury on a regular basis. Exposure to toxins is rare.
<b>Other</b>	Frequently work is completed sitting at a desk with an appropriate chair; uses keyboard/personal computer, sitting for periods of time for data entry with possible musculoskeletal and eye strain.

**EQUIPMENT USED**

<b>Clinical</b>	IV related equipment, pill crusher, Stethoscope, blood pressure apparatus, glucometer, telephone, syringes, protective clothing including plastic and vinyl gloves, oxygen concentrator, telephone, computer, printer, fax machine, wheel chairs, oxygen concentrator and gauges, chair scales, ophthalmoscope, otoscope, bladder scanner, bed pan, emesis basin, foley catheter equipment, pressure relieving devices, adaptive devices, tub, Broda chair, call/intercom system, cane, wheelchairs, electric wheelchair, walker, commode, electric bed, electric thermometer, electric time clock, gait belt, bed/chair alarms, Geri chair, mechanical and electric lifts, slings, hamper, isolation apparel, lapboard, slide sheet, nail clipper, switches, code alert system, all mattresses and those that require pumps.
<b>Household</b>	Washer, dryer, dishwasher, regular oven/stove, refrigerator/freezer, ice machine, popcorn maker, toaster, microwave oven, and coffee maker. (And any other equipment to meet the needs of the resident and/or as ordered by medical providers)

**PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

<b>Physical Strength</b>	Must be able to occasionally push/pull/lift/move objects weighing up to 50 pounds; Uses mechanical devices or assistance for lifting over 51 pounds; Push/pull objects weighing over 100 pounds due to the differences in resident weights when in wheelchairs. Resident frequently may be resistive and/or combative and their actions cannot be anticipated in advance.
<b>Manual Dexterity</b>	Must be able to continuously perform simple/difficult manipulative tasks like inserting an I.V. or feeding tube and the calibration of equipment such as a feeding pump or oxygen gauge and data entry work at computer.
<b>Coordination</b>	Must be able to frequently perform tasks requiring good hand/eye coordination and steadiness of motion for preparing and administering medications and taking blood pressures.
<b>Mobility</b>	Must be able to continuously stand and walk; frequently sit, occasionally squat, bend to floor, reach over shoulder, kneel, twist, sit, stand and remain in uncomfortable positions for prolonged periods.
<b>Speech</b>	Must be able to continuously articulate clearly and precisely so as to give precise directions, speak on the phone and over the intercom
<b>Emotional Stability</b>	Must be able to continuously cope effectively with constant stress; working with sick residents and their families, resident who may be confused, irrational, highly agitated or given to abrupt mood swings, responding to emergency situations, frequent interruptions, ensuring regulatory compliance and interacting with State/Federal Surveyors, supervising staff members who may be uncooperative multiple tasks, noises, and work cooperatively as part of the health care team.
<b>Vision</b>	Must be able to continuously see objects closely to visually assess medical conditions. Ability to focus and read a thermometer, medical records, and see computer to perform medical documentation in computer, distinguish colors of warning lights and be able to read test results.
<b>Hearing</b>	Must be able to continuously hear normal sounds and voice patterns with some background noise while using a stethoscope.
<b>Smell</b>	Must be able to occasionally use this sense to identify medical problems, smoke, spoiled food and soiled linen, etc.
<b>Concentration</b>	Must be able to continuously concentrate on fine detail with constant interruption.
<b>Attention Span</b>	Must be able to continuously attend to task/function for more than 60 minutes at a time.
<b>Conceptualization</b>	Must be able to frequently understand/use theories behind several related concepts.
<b>Memory</b>	Must be able to continuously remember verbal and written tasks/assignments for a full shift; frequently must remember multiple tasks/assignments given to self and others at beginning of a period and lasting over long periods.

1. This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
  2. Management reserves the right to change job responsibilities, duties and hours as need prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
  3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.
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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 12/2016; 09/2019; 07/2020