

## PARK VIEW HEALTH CENTER

### Position Description

---

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the many duties normally to be performed under this job title. Other duties not listed may be assigned. Regardless of supervision, each employee has responsibility for his own actions. This includes, but is not limited to, proper attitude toward residents and proper care and use of county property. It also includes questioning and reporting to the supervisor if a work situation is unfamiliar or appears inappropriate or unsafe. Employee must hold confidential all information regarding residents, staff and facility.

---

**Date:** June 2012

**Position:** Unit Assistant/LPN

**Department:** Nursing

**Reports to:** RN Manager

**Philosophy:** Each resident will receive the necessary care and services, though a multidisciplinary approach to attain or maintain the highest practicable physical, mental and psycho-social well being.

Each resident will be cared for in a manner and in an environment that promotes maintenance or enhancement of quality of life.

#### Requirements:

##### I. Education

- A. Current valid license to practice as a Licensed Practical Nurse in the State of Wisconsin.
- B. Clerical training or experience in a health care setting working with medical information and records.
- C. Ward Clerk certification preferred but not required.
- D. Certification in BLS (CPR) for the Health Care Provider.

##### II. Skills

- A. Ability to type 40 words per minute accurately and neatly.
- B. Ability to operate Microsoft Word and Microsoft Outlook and American Data Electronic Charting System or comparable.
- C. Ability to use other office equipment.
- D. Knowledge of medical terminology.
- E. Ability to compose reports using correct structure, grammar and spelling.
- F. Ability to get along with others.
- G. Ability to use computer intranet and medical record system.
- H. Ability to perform duties under stressful circumstances.
- I. Ability to prioritize.

## **Duties and Responsibilities:**

- I. Uses Clerical Skills to Assist Nurses
  - A. Arranges for resident appointments, prepares paperwork and arranges transportation to community appointments.
  - B. Communicates appointments to resident, family/legal representative and staff as assigned.
  - C. Schedules lab work and x-rays for timely compliance under direction of nurse, assists lab technician as necessary.
  - D. Monitors schedule for timely physician visits.
  - E. Arranges wheelchair repair and cleaning.
  - F. Types materials as required, utilizes computer technology in completing reports as requested.
  - G. Orders and maintains sufficient neighborhood supplies.
  - H. Maintains forms in neighborhood by ordering or printing or obtaining from forms room.
  - I. Takes notes and types minutes of meetings.
  - J. Assists residents to handle mail, money and phone calls as necessary.
  - K. Responsible to immediately report any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of a resident's property.
  - L. Transcribes orders into ECS and notifies staff nurse.
  - M. Transcribes admission orders into ECS and requests RNSC or another staff nurse to double check orders.
  - N. Assists with the development of the initial nursing care plan and nursing comprehensive care plan as directed.
  - O. Assists with the review and revision of the nursing comprehensive care plan as the resident's status changes according to the nursing process as directed.
  - P. Completes weekly narrative nursing notes as directed.
  - Q. Completes resident treatments as directed.
- II. Manages Active Clinical Records
  - A. Checks admission records to ensure that necessary components are present.
  - B. Completes appropriate forms for resident's admission, transfer and discharge/death.
  - C. Collects all chart components after resident's transfer, discharge/death; gives to Medical Records Department.
  - D. Files medical data in medical records and overflow using proper procedure.
  - E. Adheres to schedule for thinning charts.
  - F. Enters and updates information on computer as assigned.
  - G. Enters status changes in all necessary areas, i.e. room changes, LOC changes, MD changes, diagnosis changes, etc.
  - H. Takes previous year overflow files to medical records.
- III. Demonstrates Effective Verbal, Non-verbal and Written Communication Skills
  - A. Utilize appropriate responses to persons interacting with her/him in writing, person or via phone.
  - B. Reports concerns and requests direction from supervisory personnel as the

- need arises in performance of assigned duties.
  - C. Accepts direction in a positive manner. Follows through with instructions as given.
  - D. Accepts constructive criticism from supervisory personnel.
  - E. Utilizes appropriate verbal and non-verbal modes of communication to provide a therapeutic environment for resident.
  - F. Collaborates harmoniously with co-workers.
  - G. Maintains confidentiality relative to residents and Park View Health Center.
  - H. Answers the telephone and communicates information in a timely manner as required to appropriate persons.
  - I. Documents legibly in accordance with policies and procedures.
  - J. Greet visitors, families and residents, assisting as necessary.
- IV. Utilizes Effective, Efficient Work Habits
- A. Adheres to the established work schedule.
  - B. Works steadily and effectively with minimal supervision.
  - C. Completes assignments within appropriate time frame.
  - D. Demonstrates flexibility in assignments.
  - E. Complies with the dress code at Park View Health Center.
  - F. Seeks new and better methods of operation and offers suggestions to RN Manager.
  - G. Demonstrates ability to adapt to changing nursing and resident needs.
  - H. Maintains a clean, organized work area.
  - I. Completes work in a thorough and neat manner.
  - J. Prioritizes and organizes work efficiently.
  - K. Demonstrates ability to work with frequent interruptions.
- V. Attitude
- A. Demonstrates a cooperative, positive attitude towards duties, residents, families, visitors and staff.
  - B. Demonstrates emotional stability to perform duties under stressful circumstances.
  - C. Accepts direction in a positive manner; follows through with instructions given.
  - D. Accepts constructive criticism in a positive manner.
  - E. Demonstrates support for philosophy and policies of Park View Health Center.
  - F. Works as a team member, willing to help others.
- VI. Daily Duties
- A. Answers telephone.
  - B. Prepares Neighborhood Daily Calendar.
  - C. Puts memos in Neighborhood Communication Book.
  - D. Keeps supply of forms in neighborhood.
  - E. Sends requests for foot doctor, dentist, and audiologist and eye doctors.
  - F. Updates chest x-ray dates on Kardex.
  - G. Marks dentures, glasses, hearing aids and wheelchairs, etc.
  - H. Fills out forms for resident transportation to appointments, informs resident/family and charts. Checks with RN Manager if resident escort is needed and arranges transportation.

- I. Assists with placing catalog orders for residents after ION and Social Worker approval.
- J. Copies PPOC, H&P, Discharge Summary on new admit and hospital returns, and sends to Medical Records.
- K. Puts notes in charts (food and nutrition, therapy, physician orders).
- L. Typing as requested by RN Manager.
- M. Assists with transcription of physician order process.
- N. Obtains signatures on Informed Consent forms and physician orders.
- O. Pick up mail for neighborhoods
- P. Passes out mail.
- Q. Files information in chart/overflow for therapy, dietary, etc.
- R. Changes resident master information in appropriate places and informs Business Office.
- S. Informs assigned Unit Assistant of physician visits.
- T. Schedules medical appointments, copies necessary papers for medical doctor and arranges transportation and escort, if indicated.
- U. Faxes physician notification.
- V. Assists residents to get money.
- W. Gets stamps for residents. Mail letters.
- X. Collect & collate CNA worksheets, daily neighborhood assignments and file in medical records storeroom.
- Y. Send maintenance requests as needed.
- Z. Check and respond if necessary to emails.
- aa. Verify daily lab audit sheets.
- bb. Print and insert face sheets/diagnosis list in charts.
- cc. Print psych notes, have signed and put in chart.
- dd. Call rehab therapy if resident has community appointment and therapy appointment on the same day.
- ee. Transport resident to in-house physician and beauty shop appointments.

#### VII. Weekly Duties

- A. Orders neighborhood supplies and puts away when delivered.
- B. Arranges and staples together MDS – Comprehensive Assessment to cover.
- C. Checks that copies of lab/test, physician consult notes results are in the chart and acquire if not found.
- D. Checks that the neighborhood has enough copies of daily assignment sheets, resident room number lists and CNA worksheets.
- E. Copies papers as requested by business office, etc.
- F. Sets up lab work.
- G. Puts MDS packets in charts.

#### VIII. Monthly Duties

- A. Sends Incontinency Product list to RN Manager after last distribution.
- B. Removes Neighborhood Calendar sheets from book monthly. Places in file cabinet for two months, then shreds.
- C. Strips charts, files, makes sure rest of chart is in good repair.
- D. Shreds non-confidential papers.
- E. Provides weekly progress notes calendars for Nurses.
- F. Provides various check off sheets for CNA duties and files when completed.

- G. Checks Kardex for future dental, audiologist, podiatrist, eye appts, x-rays and lab work.
  - H. Takes residents' photographs upon admission and as needed.
  - I. Sets up lab work/appointments for the upcoming month.
  - J. Assists with renewals if requested.
  - K. Checks pagers, report problems and files in notebook.
  - L. Provide vital statistics for physician visits as requested.
- IX. Duties When Covering for Another Unit Assistant
- A. Checks folder system for appointments, lab work, etc., and takes care of as necessary.
  - B. Charts lab - in lab Kardex.
  - C. Picks up mail from the neighborhood and delivers to the Business Office.
  - D. Picks up mail from the Business Office.
  - E. Delivers mail to the neighborhoods. **OPEN EVERYTHING - TAKE CARE OF PRIORITY ITEMS.**
    - 1. Orders that are returned that need to be put into the charts.
    - 2. Lab work needs to be given to the Nurse for review.
    - 3. Mail needs to be checked to see if resident gets it or is to be forwarded to Business Office or legal representative.
    - 4. Put activity slips, Health Drive dental and memos into the Neighborhood Communication Book for upcoming events.
    - 5. Check Neighborhood Calendar and take care of anything that can't wait until the regular Unit Assistant returns.
    - 6. Check for physician visits.
    - 7. Keep RN Managers informed of any problems, upcoming resident appointments they should know about, etc.
- X. Miscellaneous Duties
- A. Attends in-services and staff meetings.
  - B. Performs other duties as assigned.
  - C. Assist in clinics as assigned and charts on residents seen/refused in ECS.
  - D. Collect physician visits information and provide lists for various entities.
  - E. Assemble and transmit contracted physicians' visit lists
  - F. Maintain clinic supplies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

**Equal Opportunity Employer**

## PARK VIEW HEALTH CENTER

### Position Description

---

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the many duties normally to be performed under this job title. Other duties not listed may be assigned. Regardless of supervision, each employee has responsibility for his own actions. This includes, but is not limited to, proper attitude toward residents and proper care and use of county property. It also includes questioning and reporting to the supervisor if a work situation is unfamiliar or appears inappropriate or unsafe. Employee must hold confidential all information regarding residents, staff and facility.

---

**Date:** June 2012

**Position:** Unit Assistant

**Department:** Nursing

**Reports to:** RN Manager

**Philosophy:** Each resident will receive the necessary care and services, though a multidisciplinary approach to attain or maintain the highest practicable physical, mental and psycho-social well being.

Each resident will be cared for in a manner and in an environment that promotes maintenance or enhancement of quality of life.

#### **Requirements:**

##### **I. Education**

- A. High school diploma or equivalent.
- B. Clerical training or experience in a health care setting working with medical information and records.
- C. Ward Clerk certification preferred but not required.

##### **II. Skills**

- A. Ability to type 40 words per minute accurately and neatly.
- B. Ability to operate Microsoft Word and Microsoft Outlook or equivalent.
- C. Ability to use other office equipment.
- D. Knowledge of medical terminology.
- E. Ability to compose reports using correct structure, grammar and spelling.
- F. Ability to get along with others.
- G. Ability to use computer intranet and medical record system.

## **Duties and Responsibilities:**

- I. Uses Clerical Skills to Assist Nurses
  - A. Arranges for resident appointments, prepares paperwork and arranges transportation to community appointments.
  - B. Communicates appointments to resident, family/legal representative and staff as assigned.
  - C. Schedules lab work and x-rays for timely compliance under direction of nurse, assists lab technician as necessary.
  - D. Monitors schedule for timely physician visits.
  - E. Arranges wheelchair repair and cleaning.
  - F. Types materials as required, utilizes computer technology in completing reports as requested.
  - G. Orders and maintains sufficient neighborhood supplies.
  - H. Maintains forms in neighborhood by ordering or printing or obtaining from forms room.
  - I. Takes notes and types minutes of meetings.
  - J. Assists residents to handle mail, money and phone calls as necessary.
  - K. Responsible to immediately report any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of a resident's property.
- II. Manages Active Clinical Records
  - A. Checks admission records to ensure that necessary components are present.
  - B. Completes appropriate forms for resident's admission, transfer and discharge/death.
  - C. Collects all chart components after resident's transfer, discharge/death; gives to Medical Records Department.
  - D. Files medical data in medical records and overflow using proper procedure.
  - E. Adheres to schedule for thinning charts.
  - F. Enters and updates information on computer as assigned.
  - G. Enters status changes in all necessary areas, i.e. room changes, LOC changes, MD changes, diagnosis changes, etc.
  - H. Takes previous year overflow files to medical records.
- III. Demonstrates Effective Verbal, Non-verbal and Written Communication Skills
  - A. Utilize appropriate responses to persons interacting with her/him in writing, person or via phone.
  - B. Reports concerns and requests direction from supervisory personnel as the need arises in performance of assigned duties.
  - C. Accepts direction in a positive manner. Follows through with instructions as given.
  - D. Accepts constructive criticism from supervisory personnel.
  - E. Utilizes appropriate verbal and non-verbal modes of communication to provide a therapeutic environment for resident.
  - F. Collaborates harmoniously with co-workers.

- G. Maintains confidentiality relative to residents and Park View Health Center.
  - H. Answers the telephone and communicates information in a timely manner as required to appropriate persons.
  - I. Documents legibly in accordance with policies and procedures.
  - J. Greet visitors, families and residents, assisting as necessary.
- IV. Utilizes Effective, Efficient Work Habits
- A. Adheres to the established work schedule.
  - B. Works steadily and effectively with minimal supervision.
  - C. Completes assignments within appropriate time frame.
  - D. Demonstrates flexibility in assignments.
  - E. Complies with the dress code at Park View Health Center.
  - F. Seeks new and better methods of operation and offers suggestions to RN Manager.
  - G. Demonstrates ability to adapt to changing nursing and resident needs.
  - H. Maintains a clean, organized work area.
  - I. Completes work in a thorough and neat manner.
  - J. Prioritizes and organizes work efficiently.
  - K. Demonstrates ability to work with frequent interruptions.
- V. Attitude
- A. Demonstrates a cooperative, positive attitude towards duties, residents, families, visitors and staff.
  - B. Demonstrates emotional stability to perform duties under stressful circumstances.
  - C. Accepts direction in a positive manner; follows through with instructions given.
  - D. Accepts constructive criticism in a positive manner.
  - E. Demonstrates support for philosophy and policies of Park View Health Center.
  - F. Works as a team member, willing to help others.
- VI. Daily Duties
- A. Answers telephone.
  - B. Prepares Neighborhood Daily Calendar.
  - C. Puts memos in Neighborhood Communication Book.
  - D. Keeps supply of forms in neighborhood.
  - E. Sends requests for foot doctor, dentist, and audiologist and eye doctors.
  - F. Updates chest x-ray dates on Kardex.
  - G. Marks dentures, glasses, hearing aids and wheelchairs, etc.
  - H. Fills out forms for resident transportation to appointments, informs resident/family and charts. Checks with RN Manager if resident escort is needed and arranges transportation.
  - I. Assists with placing catalog orders for residents after ION and Social Worker approval.
  - J. Copies PPOC, H&P, Discharge Summary on new admit and hospital



- returns, and sends to Medical Records.
- K. Puts notes in charts (food and nutrition, therapy, physician orders).
  - L. Typing as requested by RN Manager.
  - M. Assists with transcription of physician order process.
  - N. Obtains signatures on Informed Consent forms and physician orders.
  - O. Pick up mail for neighborhoods
  - P. Passes out mail.
  - Q. Files information in chart/overflow for therapy, dietary, etc.
  - R. Changes resident master information in appropriate places and informs Business Office.
  - S. Informs assigned Unit Assistant of physician visits.
  - T. Schedules medical appointments, copies necessary papers for medical doctor and arranges transportation and escort, if indicated.
  - U. Faxes physician notification.
  - V. Assists residents to get money.
  - W. Gets stamps for residents. Mail letters.
  - X. Collect & collate CNA worksheets, daily neighborhood assignments and file in medical records storeroom.
  - Y. Send maintenance requests as needed.
  - Z. Check and respond if necessary to emails.
  - aa. Verify daily lab audit sheets.
  - bb. Print and insert face sheets/diagnosis list in charts.
  - cc. Print psych notes, have signed and put in chart.
  - dd. Call rehab therapy if resident has community appointment and therapy appointment on the same day.
  - ee. Transport resident to in-house physician and beauty shop appointments.

VII. Weekly Duties

- A. Orders neighborhood supplies and puts away when delivered.
- B. Arranges and staples together MDS – Comprehensive Assessment to cover.
- C. Checks that copies of lab/test, physician consult notes results are in the chart and acquire if not found.
- D. Checks that the neighborhood has enough copies of daily assignment sheets, resident room number lists and CNA worksheets.
- E. Copies papers as requested by business office, etc.
- F. Sets up lab work.
- G. Puts MDS packets in charts.

VIII. Monthly Duties

- A. Sends Incontinency Product list to RN Manager after last distribution.
- B. Removes Neighborhood Calendar sheets from book monthly. Places in file cabinet for two months, then shreds.
- C. Strips charts, files, makes sure rest of chart is in good repair.
- D. Shreds non-confidential papers.
- E. Provides weekly progress notes calendars for Nurses.

- F. Provides various check off sheets for CNA duties and files when completed.
- G. Checks Kardex for future dental, audiologist, podiatrist, eye appts, x-rays and lab work.
- H. Takes residents' photographs upon admission and as needed.
- I. Sets up lab work/appointments for the upcoming month.
- J. Assists with renewals if requested.
- K. Checks pagers, report problems and files in notebook.
- L. Provide vital statistics for physician visits as requested.

IX. Duties When Covering for Another Unit Assistant

- A. Checks folder system for appointments, lab work, etc., and takes care of as necessary.
- B. Charts lab - in lab Kardex.
- C. Picks up mail from the neighborhood and delivers to the Business Office.
- D. Picks up mail from the Business Office.
- E. Delivers mail to the neighborhoods. **OPEN EVERYTHING - TAKE CARE OF PRIORITY ITEMS.**
  - 1. Orders that are returned that need to be put into the charts.
  - 2. Lab work needs to be given to the Nurse for review.
  - 3. Mail needs to be checked to see if resident gets it or is to be forwarded to Business Office or legal representative.
  - 4. Put activity slips, Health Drive dental and memos into the Neighborhood Communication Book for upcoming events.
  - 5. Check Neighborhood Calendar and take care of anything that can't wait until the regular Unit Assistant returns.
  - 6. Check for physician visits.
  - 7. Keep RN Managers informed of any problems, upcoming resident appointments they should know about, etc.

X. Miscellaneous Duties

- A. Attends in-services and staff meetings.
- B. Performs other duties as assigned.
- C. Assist in clinics as assigned and charts on residents seen/refused in ECS.
- D. Collect physician visits information and provide lists for various entities.
- E. Assemble and transmit contracted physicians' visit lists
- F. Maintain clinic supplies.

---

Date

---

Employee

## **Equal Opportunity Employer**

PVHC New B 7-280 (01/08)

## PARK VIEW HEALTH CENTER

### Position Description

---

The duties listed are not set forth for the purposes of limiting the assignment of work and are not to be construed as a complete list of the many duties normally to be performed under this job title. Other duties not listed may be assigned. Regardless of supervision, each employee has responsibility for his own action. This includes, but is not limited to, proper attitude toward residents and proper care and use of county property. It also includes questioning and reporting to the supervisor if a work situation is unfamiliar or appears inappropriate or unsafe. Employee must hold confidential all information regarding residents, staff and facility.

---

**Date:** January 2008

**Position:** Licensed Nurse - LPN

**Department:** Nursing Service

**Reports to:** R.N. Shift Coordinator/R.N. Manager

**Nursing Service Department Philosophy:**

To ensure that each resident receives the necessary care and services through a multi-disciplinary approach, to attain or maintain their highest practicable physical, mental and psychosocial well being.

To ensure that each resident is cared for in a manner and in an environment that promotes maintenance or enhancement of their quality of life.

**Function and Scope of the Position:**

Responsible to ensure that basic resident nursing care is provided skillfully, safely, completely and accurately in accordance with Park View Health Center's policies and procedures, Federal and State regulations, the Nurse Practice Act, Standards of Nursing Practice and the nursing process under the general supervision of an R.N. or the direction of a physician, podiatrist, dentist.

**Qualifications Required:**

1. Current valid license to practice as a Licensed Practical Nurse in the State of Wisconsin.
2. Educational degree in nursing.
3. Certification in BLS (CPR) for the Health Care Provider
4. Recent experience in caring for geriatric, psychiatric, and developmentally disabled resident is desirable.
5. Desirable attributes include:
  - a. Ability to lead
  - b. Cooperative positive attitude
  - c. Acceptance of direction in a positive manner

- d. Ability to follow through with instruction
  - e. Acceptance of responsibility in assignment
  - f. Ability to perform duties under stressful circumstances
  - g. Ability to prioritize
  - h. Commitment to team nursing concept
6. Ability to operate the computer intranet and medical record system.

**Responsibilities of the Position:**

- I. Resident Rights
  - A. Protects and promotes the rights of each resident.
  - B. Accepts responsibility to promptly inform the first contact of care needs and change of condition.
  - C. Incorporates the resident/legal representative care and treatment choices into the comprehensive plan of care.
  - D. Obtains informed consents from residents/legal representatives timely.
- II. Admission, Transfer and Discharge Rights
  - A. Completes the nursing admission process timely.
  - B. Completes the resident transfer to the hospital process timely.
  - C. Completes the nursing return from the hospital process timely.
  - D. Participates in completing the resident discharge plan.
- III. Resident Behavior and Facility Practices
  - A. Obtains physician orders for physical restraints and devices and monitors that physical restraints, devices and physical restraint alternatives are utilized appropriately.
  - B. Supports the facility's policies and procedures that prevent and prohibit mistreatment, neglect and abuse of residents and misappropriation of resident property.
- IV. Quality of Life
  - A. Ensures that each resident is cared for in a manner and in an environment that promotes and maintains the enhancement of each resident's quality of life by functioning as a resident advocate and responding promptly to requests and concerns.
- V. Resident Assessment
  - A. Supports and participates in the Resident Assessment Instrument process by assisting with the collection of data.
  - B. Assists with the development of the initial nursing care plan and nursing comprehensive care plan.
  - C. Assists with the review and revision of the nursing comprehensive care plan as the resident's status changes according to the nursing process.
  - D. Provides and directs basic nursing care in accordance with each resident's nursing written plan of care under the general supervision of an R.N.
  - E. Completes weekly narrative nursing notes evaluating progress toward goals.

- F. Participates in resident staffing with psychiatrist and the multi-disciplinary care conference.
- G. Recognizes resident change of condition, responds appropriately, and informs the R.N. Shift Coordinator promptly.
- H. Directly observes residents with a change of condition.
- I. Documents in the medical record the observation of a resident change of condition.
- J. Follows up on resident changes of condition via the nursing short term care plan and nursing comprehensive care plan.
- K. Is responsible to promptly inform appropriate nursing staff (R.N. Shift Coordinator) of resident care needs and changes of condition.
- L. Completes the neighborhood change of shift report timely.
- M. Administers emergency resident care according to the resideemergency care guidelines.

#### VI. Quality of Care

- A. Provides each resident the necessary basic nursing care to attain or maintain their highest physical, mental and psychosocial well-being in accordance with the comprehensive assessment and plan of care under the general supervision of an R.N.
- B. Administers medications, performs complex treatments and provides direct nursing care for residents under the direct supervision of an R.N.
- C. Follows up on resident injuries and accidents instituting appropriate interventions as needed.
- D. Monitors residents for adverse drug side effects.

#### VII. Nursing Service

##### A. Leadership

- 1. Provides basic nursing care during assigned shift reinforcing a team concept, philosophy, goals, structure, priorities and competencies (Medicare, dementia-specific programs, secured households, etc.).
- 2. Understands and follows standards of practice for Registered Nurses and Licensed Practical Nurses.
- 3. Leads and directs nursing personnel on the neighborhood under the general supervision of an R.N.
- 4. Leads the team of C.N.A.s through change of shift report throughout the shift, then obtains end of shift report from each C.N.A.
- 5. Orders nursing supplies and equipment.
- 6. Supports nursing service administrative decisions and assignments in a professional positive manner.

##### B. Education

- 1. Supports Park View Health Center nursing educational efforts.
- 2. Assists with orientation and training of nursing employees.
- 3. Acts as a resource person to nursing staff during assigned shift and reinforces the teaching provided by an R.N.

4. Acts as a professional role model, leading nursing staff by example.
  5. Supports nursing student training programs.
  - C. Quality Assurance Program
    1. Participates in Nursing Service Quality Assurance process.
    2. Understands and follows Federal and State nursing home regulations.
    3. Understands and follows Park View Health Center policies and procedures in a multi-disciplinary approach to resident care.
    4. Conducts compliance rounds.
    5. Identifies inappropriate care and treatment and initiates corrective action under the general supervision of an R.N.
    6. Reports potential facility liability to R.N. Shift Coordinator timely.
- VIII. Food and Nutrition Service
- A. Ensures that the resident receives the therapeutic diet prescribed by the physician and that special eating equipment and utensils for resident care are used as needed.
  - B. Ensures that resident nutrition and hydration needs are met.
  - C. Observes resident dining areas during resident meal times.
- IX. Physician Services
- A. Builds and maintains a collaborative relationship with physicians, psychiatrists and other medical care providers.
  - B. Transcribes physician orders timely ensuring accuracy and appropriateness.
  - C. Accepts responsibility to promptly inform the physician of resident care needs and change of condition.
- X. Specialized Rehabilitative Services
- A. Collaborates with specialized rehabilitative services: physical therapy, speech-language pathology, occupational therapy and health rehabilitative services for mental illness and mental retardation.
- XI. Dental Services
- A. Identifies dental care needs and arranges for routine and emergency dental services.
- XII. Pharmacy Services
- A. Accurately administers prescribed medication on assigned shift.
  - B. Accurately administers biologicals on assigned shift.
  - C. Accepts responsibility for the safekeeping, storage and ensuring the proper labeling of medication.
- XII. Infection Control
- A. Follows the facility resident infection control program.
  - B. Initiates the resident infection control surveillance report.
  - C. Administers vaccinations and conducts TB screening.

XIII. Physical Environment

- A. Provides and maintains a safe and therapeutic resident environment.
- B. Reports equipment that does not function in a proper and safe manner.

XIV. Other

- A. **Documents** relevant information accurately in the resident's medical record following medical records professional standards.
- B. Participates in the **facility disaster and emergency preparedness** plans and procedures such as fire and severe weather and missing residents.
- C. Responsible to immediately report any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of a resident's property.

\_\_\_\_\_  
Date

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

**Equal Opportunity Employer**