

## **WESTMINSTER VILLAGE**

### **JOB DESCRIPTION**

**TITLE:** Unit Manager Nurse

**EXEMPT STATUS:** Exempt

**REPORTS TO:** Director of Nurses

#### **GENERAL SUMMARY:**

The Unit Manager Nurse is an RN/LPN who is responsible for the supervision of the overall nursing care/service on his/her shift, including the accurate and timely administration of medications, treatments, documentation, and emergency calls, as indicated.

#### **PRINCIPLE DUTIES:**

##### **Essential Job Duties:**

1. Supervises direct care of residents and nursing personnel on his/her shift.
2. Ensure the completion and accuracy of new admission paperwork including completion of care plans, orders, labs, appointments, and appropriate documentation practices.
3. Act as a resource person for staff, family, and clinical concerns and walk in and phoned in referrals.
4. Rounding on Hall to ensure that resident care is completed and follow-up with nurse(s) with any outstanding issues.
5. Responsible for the maintenance and organization of storage rooms (oxygen room, clean linen room, soiled utility room, med room, treatment room, etc...)
6. Administers direct care as necessary.
7. Gives and receives shift reports w/CNAs, Nurses, and QMAs.
8. Responsible for monitoring the med and treatment carts (cleanliness and medicine/treatments expiration dates).
9. Keeps physicians and families aware of changes in resident's condition.
10. Ensure that the resident care completed by C.N.A.'s is complete and documented.
11. Attending care plan meetings with residents and families as scheduled.
12. Daily follow up from items discussed in AM meeting.
13. Rounding with MD and getting items sent over to MD office before rounding.
14. Ensuring weights are done, accurate, and in the computer as well as making weight sheets (weekly, daily, and monthly.)
15. CNA and Nurse assignment sheets as well as midnight census sheets and shower schedule. Edit and print daily.
16. Track labs and report to MD.

17. Track Dialysis books for appropriate documentation.
18. Coumadin flow sheets.
19. Ensures the 24-hour communication books are written on and brought to AM meeting.
20. Communicates appointments daily with the nurses and CNAs and makes sure that the folder goes with the resident to appointments.
21. Assists with discharges.
22. Monitors the BM tracking daily as well as nursing charting, as well as MEDa and skin charting.
23. Makes and receives MD calls.
24. Monitors the EDKs and medication deliveries as well as “receiving” medications in the computer w/deliveries.
25. Upload new admission photos into eMAR.
26. Other duties as assigned by management/admin.

**Other Duties:**

1. Maintains the self-respect, personal dignity, and physical safety of each resident.
2. Maintains accurate documentation of all care rendered.
3. Responds to resident emergency call system.
4. Interfaces with other disciplines to assure continuity of care and services.
5. Encourages restorative care in order to obtain maximum resident independence.
6. Participates in family/resident counseling as necessary.
7. Assists in monthly QA studies.
8. Contribute input for staff evaluations and any necessary staff disciplinary action
9. Attends in-service training and education sessions, as assigned.

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10. Assures proper functioning of equipment and adequate supplies.
11. All other duties and responsibilities as assigned.

**QUALIFICATIONS:**

RN/LPN currently licensed in the State. At least 6 months nursing experience in long term care setting preferred. Current CPR certification. TB Certification.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Frequent standing, stooping, bending, stretching, squatting; may be exposed to blood and body fluids which may contain HIV and/or HBV; must be able to transport residents via wheelchair, gerichair or shower chair, pushing up to 250 lbs. unassisted. Must be able to transfer, lift, turn and position a resident weighing up to 150 lbs. unassisted, or with the assistance of one for a resident weighing over 150 lbs. Must be able to stoop, bend, stretch, squat, stand, and walk for up to 90% of the workday. May be subjected to offensive odors and combative behaviors.

### **HOSPITALITY FOCUS:**

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

### **WELLNESS FOCUS:**

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.