

Quality Nurse Manager

Reports To	Director of Nursing
Department	401
FLSA Status	Exempt
EEO Classification	Professional

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

Coordinates overall compliance to facility Quality Assurance per current state and federal regulations by actively assisting the DON to manage internal facility programs and processes.

General Description

Acts as a professional RN Manager role model within the facility able to respond to all nursing department staff questions and concerns in a timely, positive and productive manner. Able to provide effective direction, guidance, and supervision of other nursing staff. Provide support to the DON as needed for general leadership, oversight, and hands-on care within the nursing department. Excellent communication skills required.

Essential Duties

	Duties	Frequency
1	Quality Assurance/Performance Improvement Program Coordination. Tasks include, but are not limited to, assuring the quality program is integrated into facility operations; reviewing quality indicators and assists DON to translate data for QI response; Regularly completing audits and compiling reports for review in Quality Meetings.	35%
2	Infection Control Program Coordination. Task include, but not limited to, Promoting prevention and spread of infectious disease throughout facility; Administering employee & resident immunization program; Regularly presenting any noted infection control issues at QAPI meeting; Monitoring and educating on community outbreak or seasonal infection risks.	15%
3	Restorative Nursing Program Coordination. Responsible for maximum capture of restorative services possible as designated by resident orders.	10%
4	Referral and Admission Screening Coordination. Tasks include,	25%

but are not limited to: Assisting social services in screening potential admissions to ensure proper documentation is in place; Determining facility has the capacity to meet resident needs; Ensuring resident diagnosis and insurance pre-approval is in place prior to admit; Assisting with diagnosis code and order entry.

- 5 Nurse Manager General Duties. Tasks include, but are not limited to: Providing coaching and corrective actions to nursing department staff as needed; Providing floor support to nursing department staff as needed; Providing direct resident care as required to ensure meet facility requirements; May be asked to fill in for some DON responsibilities in DON absence; 15%

**Other Duties**

Duties

- 1 Is approachable and friendly to all residents and their families. Professionally answers the phone, identifying self, and station in a friendly manner and relays messages promptly. Gives directions to visitors who are unfamiliar with the facility as needed.
- 2 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 3 Maintains confidentiality of resident related information in compliance with HIPAA regulations. Respects confidentiality of organization, department, staff, residents, and family.
- 4 May provide backup support to MDS Coordinator RN as needed
- 5 Accepts assignments in a positive manner as designated by the DON.
- 6 Effectively supports and confirms DON/Administration messaging in a constructive and positive manner. Proactively brings concerns, suggestions, and solutions to DON/Administrator.
- 7 Other Duties as assigned

**Minimum Experience And Qualifications**

Education: Associates in Nursing from an accredited college or university.  
 CPR Certificate  
 Infection Preventionist Certification within 90 days of hire  
 RN License

Experience: 2 year(s) preferred in Registered Nurse.

**Physical Demands**

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Periodically (30%-54%)	

Climbing—Stairs, Ladders, Slope	Seldom (1% to 9%)
Crawling	Seldom (1% to 9%)
Grasping/Handling	Constantly (80%-100%)
Kneeling	Periodically (30%-54%)
Neck Flexion/Extension	Periodically (30%-54%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Seldom (1% to 9%)
Standing	Constantly (80%-100%)
Twisting	Periodically (30%-54%)
Walking	Constantly (80%-100%)

### Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Constantly (80%-100%)
1.1 - 10 lbs.			Constantly (80%-100%)
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Seldom (1% to 9%)
51 - 75 lbs.			Seldom (1% to 9%)
Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Seldom (1% to 9%)
1.1 - 10 lbs.			Seldom (1% to 9%)
11 - 25 lbs.			Occasionally (10%-29%)
26 - 50 lbs.			Periodically (30%-54%)
51 - 75 lbs.			Periodically (30%-54%)

### Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to care for those who may be unpredictable	Frequently (55%-79%)
Ability to quickly react to stressful situations	Frequently (55%-79%)

## Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Occasionally (10%-29%)
Chemical Agents	Seldom (1% to 9%)
Dust	Occasionally (10%-29%)
Excessive Cold	Periodically (30%-54%)
Excessive Heat	Occasionally (10%-29%)
Fumes, Odors	Occasionally (10%-29%)
Noise	Periodically (30%-54%)
Solvents, Petroleum Products	Seldom (1% to 9%)
Vibration	Never

## Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving—Vehicle/Equipment	Seldom (1% to 9%)
Hearing	Constantly (80%-100%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Constantly (80%-100%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>