

RN Supervisor

Reports To	Director of Nursing
Department	402
FLSA Status	Non-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**

The RN Supervisor is responsible for direct/indirect supervision of nursing staff and overall safety of the specific operations. The RN is accountable for direction, coaching, and management of unit staff, regulatory compliance and care delivery to residents.

**General Description**

Supports the Director of Nursing and other department leaders in the overall function of the day to day activities on the unit. Reports concerns to the appropriate leader as needed and handles other issues independently as able.

**Essential Duties**

	Duties	Frequency
1	The RN is aware at all times staffing is adequate for resident census. May delegate staffing reduction or replacement to maintain designated staffing levels per resident census. Will adjust nursing staff assignments when necessary to evenly distribute staff throughout facility to meet resident needs. May staff outside of established guidelines per judgment in unusual circumstances. Must provide rationale and documentation for changes.	20%
2	The RN is responsible for overall safety of the specific operation of Sauer Health Care. The RN will consistently enforce all safety rules and ensure that safe practices are followed. In the event of an accident the RN will insure employees receives proper medical attention and that the accident report is completed. The RN will arrange for correction of unsafe work conditions and procedures.	20%
3	The RN will actively participate in all monitoring as required by federal/state regulations, physicians orders and the needs of the	20%

- resident and will maintain documentation necessary to support MDS and rationale for resident care plan.
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|---|--|-----|
| 4 | The RN will review and investigate incident reports for timely completion including physician and family notification, completion of the incident report with interventions in effect and care plan is followed. Will refer recommendations for safety equipment to designee.    | 20% |
| 5 | The RN will actively attend and participate in care conferences and oversee that the resident screening, labs and specialist orders and recommendation from the other disciplines/consultants are ordered and completed as well as documented, reviewed, and followed as needed. | 20% |

### Other Duties

#### Duties

- 1 Accepts assignments in a positive manner designated by the Director of Nursing/supervisor, which may include participating in QA/QI projects, increases clinical skill competencies, in anticipation of proposed population changes.
- 2 Assesses resident when a significant change in condition has occurred or suspected. Oversees that physician/family contact occurs in a timely manner. Reviews order changes, recommendation follow-up and appropriate documentation is completed. Actively participates in this process as needed.
- 3 Supervises and oversees staff for resident care, dress code, and supports and enforces facility policy practice. Is responsible for initiating disciplinary action and or education for employees not following these policies.
- 4 Communicate with the nurse managers regarding resident care and evaluate resident drug use for necessity and effectiveness.
- 5 Is responsible for the overall atmosphere of the unit. Creates a pleasant home like environment for residents and families. Maintains a sense of calm. Diffuses conflicts between residents and staff or resident and resident. Reports to supervisor difficulties promptly occurring on the unit.
- 6 Has the ability to provide guidance and training to other staff regarding the MDS charting process.
- 7 LPN shall be obligated to perform NAR duties as assigned by supervisor.
- 8 Maintains confidentiality of resident related information in compliance with HIPPA regulations. Respects confidentiality of organization, department, staff, residents, and family.
- 9 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.
- 10 Follows physician/nurse practitioner (NP) orders and accurately documents.
- 11 Other Duties as assigned

### Minimum Experience And Qualifications

Education: Associates in Nursing from an accredited college or university.  
CPR Certificate

RN License

Experience:

**Physical Demands**

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Periodically (30%-54%)	
Climbing–Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Occasionally (10%-29%)	
Grasping/Handling	Frequently (55%-79%)	
Kneeling	Periodically (30%-54%)	
Neck Flexion/Extension	Occasionally (10%-29%)	
Reaching Forward	Occasionally (10%-29%)	
Reaching Overhead	Occasionally (10%-29%)	
Standing	Constantly (80%-100%)	
Twisting	Frequently (55%-79%)	
Walking	Constantly (80%-100%)	

**Physical Effort**

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Occasionally (10%-29%)
1.1 - 10 lbs.			Occasionally (10%-29%)
11 - 25 lbs.			Periodically (30%-54%)
26 - 50 lbs.			Periodically (30%-54%)
Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Frequently (55%-79%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Periodically (30%-54%)
26 - 50 lbs.			Frequently (55%-79%)
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	Periodically (30%-54%)
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	Never
Excessive Cold	Never
Excessive Heat	Occasionally (10%-29%)
Fumes, Odors	Occasionally (10%-29%)
Noise	Never
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 organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Jen Nogosek	Jen Nogosek RN-DM	10/14/14
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Jessica Looman	JLooman	10/13/14
Physician Admin	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	PaBlau, LW, LNHA	Sara Blair	10/14/14