NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOE:\_\_\_\_\_\_\_\_\_\_\_\_ 90 DAYS \_\_\_ANNUAL

**POSITION:** Nurse Manager

**FLSA CLASS:** Exempt

**SUPERVISED BY:** Executive Director

**SUPERVISES:** Resident Assistants, with management oversight of all facility staff in the absence of the Executive Director

**MINIMUM QUALIFICATIONS**

1. **Education:** Graduate of an accredited school of nursing.
2. **Experience:** Preferred minimum of one (1) year prior clinical experience in the senior living industry and minimum one (1) year experience working with seniors with Alzheimer’s or related dementia.
3. **License/Certification:** Current LVN licensure in the State of Texas
4. **Skills:** Must possess effective written, verbal and non-verbal communication skills, stable emotional make-up, creative, caring, able to work under stress. Professional conduct, honoring boundaries, setting limits and maintaining confidentiality are a must. Must be able to make appropriate decisions in difficult situations. Must demonstrate good judgment.
5. **Physical Requirements**: Must be able to meet physical demands of lifting and moving over 50 pounds, walking and standing for long periods of time.

**POSITION SUMMARY**

Duties include administering medication as prescribed, implementing the plan of care, maintaining a safe environment, carrying out doctor’s orders and providing complete documentation. This position is one requiring a great deal of creativity and flexibility. Provides coaching, supervision and assistance to the Resident Assistants. Communicates with Physicians, Families, and Executive Director to ensure consistency of care and safe operations. Provides and supervises basic care for residents. Weekend and holiday hours are required as well as being on call for facility staffing and resident health needs.

**PERFORMANCE RATING DEFINITIONS**

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**JOB DESCRIPTION/CRITERIA BASED PERFORMANCE EVALUATION**

**Responsibility I:** MEDICATION ADMINISTRATION

1. Correctly administers medications, documenting in the MAR.
2. Keeps abreast of medication information, monitoring effects and side effects of all medications.
3. Assures that all medications are administered 100% of the time.
4. Provides education to resident families and staff regarding medications, including the importance of communicating signs and symptoms of effects or adverse reactions.
5. Follows protocol in case of error to ensure notification and accountability.
6. Works with the Pharmacist to ensure accuracy of documentation of administrative records, doctor's orders, and proper labeling of medications.

**Responsibility II:** LEGAL/ETHICAL

7. Understands medical/legal aspects of giving care.

8. Processes doctor's orders within legal guidelines.

9. Works in conjunction with Executive Director to assure adequate staffing, supervising the implementation of plans of care, documentation, and management of specific resident problems.

10. Keeps current in latest developments in medical, geriatric, and psychiatric nursing, applicable to improvement of professional competency and resident care.

**Responsibility III:** IMPLEMENTATION

11. Initiates plan to address deficiencies in admission record.

12. Accurately documents care given.

13. Monitors and reports changes (physical, behavioral and emotional) in condition to Executive Director and physician.

14. Communicates to other shifts all new orders, changes of status, and interventions done in a clear and concise manner on a 24 hour basis.

15. Maintains compliance with state regulations for personal care facilities.

16. Participates in weekly team meetings with appropriate contribution to plan of care.

**Responsibility IV:** SAFETY/INFECTION CONTROL

17. Completes Incident Reports regarding accidents, unsafe or unsanitary conditions.

18. Follows hand washing policy. Follows Universal Precautions.

19. Completes required documentation for surveillance of infections, assuring a proactive practice of preventing infections.

20. Maintains complete adherence to Infection Control Procedures according to policy manual.

21. Teaches awareness of fire and safety hazards, as well as health and sanitation hazards to staff, encouraging regular reporting of needed corrections.

**Responsibility VI:** ROLE MODELING

22. Exhibits clear written and verbal communications skills.

23. Applies skills of problem solving techniques to promote cooperation and support from others.

24. Receives and integrates feedback from the team in an open manner.

**Responsibility VII:** STAFF TRAINING

25. Assists the Executive Director in the orientation of newly hired staff.

26. Provides feedback to staff on an ongoing basis regarding their interactions with residents.

27. Provides one staff training session every quarter on appropriate topics.

**Responsibility VII:** TRAINING/IN SERVICE

28. Successfully completes required training and in-service on an annual basis or as required.

29. Attends at least one continuing education program per year.

**Responsibility VIII:** ATTENDANCE

30. Maintains an attendance record that remains within the established attendance policy.

31. Follows all procedures and policies in relation to requesting time off, documenting time worked, and use of PTO.

**Responsibility IX:** GENERAL SAFETY

32. Adheres to facility safety procedures.

33. Reports observed safety hazards and takes appropriate steps to resolve the safety issue if able.

34. Attends safety training.

**Responsibility X:**  INITIATIVE/CREATIVITY

35. Consistently seeks new ideas and methods to meet the resident’s needs.

36. Effectively plans workload and handles emergencies appropriately.

**Responsibility XI:** COOPERATION/ATTITUDE

37. Work place behavior reflects the willingness to be a team player:

* 1. Willingness to cooperate with others.
  2. Willingness to conform to rules of work.
  3. Displays a positive attitude towards work and facility.
  4. Willingness to assist others.
  5. Ability to recognize, participate and adjust to change in situations and work assignments.
  6. Is dependable, can be counted on to do assigned tasks without strict supervision.
  7. Conforms to expectations of professional appearance, personal hygiene and grooming.
  8. Communications with others (courtesy, voice tone, facial expressions, gestures) are appropriate at all times and do not cause discord among the staff, families, or visitors.
  9. There is the absence of argumentative reluctance.

**Responsibility XII:** Imaginative

38. Has the ability to be imaginative and consistently seeks improved methods of operations:

* 1. Continually seeks new and better ways of doing things; is extremely imaginative
  2. Frequently suggests new ways of doing things; very imaginative
  3. Occasionally comes up with a new idea
  4. Rarely has a new idea; is unimaginative (resists change)

**Responsibility XIII:** DEPENDABILITY

39. Can be counted on to do assigned tasks without the need for strict supervision.

40. Performs others duties as assigned or requested.

Acknowledged: Date:

Comments:

Developmental Goals and Training Needs:

Employee Comments:

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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