



JOB TITLE: RN Neighborhood Manager
DEPARTMENT: Nursing
DATE REVISED: May 2018

JOB SUMMARY:

Is responsible for the management and direction of resident care for a nursing unit including the planning, developing, implementing and evaluation of the resident plan of care. Oversees work performance of licensed nursing staff and nurse aides, evaluating their performance relating to resident care and unit relationships. Responsible for maintaining adequate supplies, equipment and assists with budget preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrates competence in planning, providing and evaluating resident care as a member of the nursing team.
2. Manages and directs work activities of nurses and nurse aides on the neighborhoods. Including but not limited to staff training, staff evaluations, discipline, work planning and routines, assigning work, staff scheduling, providing for the safety and security of staff, assisting/controlling budgetary concerns.
3. Demonstrates competence in Achieve Electronic Medical Records and Automatic medication dispensing machine.
4. Demonstrates an ability to receive reports, report all significant information to supervisors, evaluating and contributing to status report of resident.
5. Demonstrates competence in assessing physical, psychological and social dimensions of residents. Implements the nursing process in plan of care.
6. Demonstrates competence in maintaining resident information and charting in a current, complete and accurate manner.
7. Demonstrates an ability to carry a heavy work load. Uses supportive staff in an efficient and cost conscience manner. Completes all assignments without interference to the quality of work performed.

8. Demonstrates through work performed thorough knowledge of and adherence to standards of nursing care and policies and procedures of St. Paul's.
9. Recognizes unsafe acts/conditions and takes appropriate action immediately.
10. Responsible for staffing of the unit.
11. Recognizes and responds to priorities in resident care process. Consistently demonstrates the ability to assess a situation from a variety of perspectives, considers alternatives and chooses or recommends an appropriate course of action.
12. Always attempts to understand the needs of others, especially those of residents and staff; uses good judgment in response.
13. Recognizes legal responsibilities in providing resident care; consistently demonstrates an awareness of resident rights.
14. Regularly consults with and/or advises appropriate personnel of situations requiring follow up or attention.
15. Demonstrates good judgment by functioning effectively in emergency or stressful situations.
16. Works at establishing and maintaining good rapport and relationships with residents, families and co-workers. Is respectful and courteous at all times.
17. Participates in and monitors unit budget; assures that equipment and supplies are available to meet resident care needs and used in a cost effective manner.
18. Actively participates in administrative/nursing meetings, care plan conferences, shift reports, committees, etc.
19. Consistently demonstrates an ability to set appropriate resident care priorities; functions in an organized and time conscious manner.
20. Demonstrates an ability to learn and adapt to changes in management style, routines and providing for care.
21. Performs duties in an independent manner requiring little need for direct supervision; contacts appropriate personnel as required for follow-up on matters requiring additional attention.
22. Always maintains confidentiality of all resident, St. Paul's and related information. Demonstrates complete discretion when discussing resident information or matters relating to St. Paul's.

23. May be required to respond to The Colony/Personal Care requests, assessing situation/complaint and taking action as necessary to provide for care needs.
24. Fulfills requirements of Licenses Practical Nurse as described in job description as situations require.
25. May be required to work alternative shifts/hours to meet scheduling needs.
26. The above reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the position.
27. Calls physicians for new orders and updates physicians on resident conditions.
28. IV and blood draws.
29. Confidentiality Critical

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

All other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, lighted and ventilated building. Prolonged walking, sitting and standing.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must be a graduate of an accredited School of Nursing and possess a current licensure to practice as a Registered Nurse in the state of Pennsylvania. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist others with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

Supervises CNA's, LPN's, and Staff RN's

SUPERVISION RECEIVED:

Under direct supervision of Director of Nursing and Assistant Director of Nursing

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The

next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____ ***Date*** _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - Registered Nurse (RN), Nursing Supervisor, RN Unit Manager

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING		X			
STANDING			X		
WALKING			X		
SITTING	X				
CLIMBING	X				
BENDING/STOOPING		X			

MOVING/PUSHING/ PULLING:					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds		X			
Over 100 pounds		X			

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING	X				

Task Evaluation and Classification Record

Dept. Registered Nurses; Licensed Practical Nurses Date: Revised May 2012

All employees in this position have occupational exposure. * AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure is Likely								Volume			Probability of Exposure			Route of Exposure			Protective Barriers To Use When Performing Procedures					
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	NonIntact Skin	Mucous Membrane	Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask	Eye-wear	
Vascular Access Procedure	X							X					X		X	X	X	X		As needed	As needed	As needed	
Handling of sharps, instruments, equipment, work area	X								X				X		X	X	X	X	X	As needed	As needed	As needed	
Suctioning; Trach Care	X					X	X	X					X		X	X	X	X	X	As needed	As needed	As needed	
Wound Care Procedures	X			X	X		X			X			X		X	X	X	X	X	As needed	As needed	As needed	
Bladder Proced, Inc, Bedpan, Catheter, Incont., Douche, Meds	X		X	X	X					X			X		X	X	X	X	X				
Bowel Proced., Bedpans, Enemas, Meds, Incont.	X		X	X	X					X			X		X	X	X	X	X				
Obtaining Specimen	X			X	X	X	X		X				X		X	X	X	X	X				
Care of Feeding Tubes							X	X					X		X	X	X	X	X				
Cleaning Up Spills	X	X	X	X	X	X		X					X		X	X	X	X	X	As needed			
Handling of Linen	X	X	X	X	X			X					X		X	X	X	X	X	As needed			
Removal of Waste; Potential for Needlestick	X		X	X	X	X		X			X		X		X	X	X	X	X				
Personal Care for Residents; ADL, Post Mortem Care	X	X	X	X	X	X	X		X				X		X	X	X	X	X	As needed			
First Aid/ Emergency Care	X						X	X					X		X	X	X	X	X	As needed	As needed	As needed	

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Feeding of Residents						X		X			X							X				