

Position Description

Job Code/Title: Household Nurse
General hours of work: 8 hour rotating shifts including weekends and holidays
Exempt/nonexempt: Nonexempt
Department/Unit: Whispering Heights Nursing
Reports To: Neighborhood Council
Revision/Review Date: June 2011

SUMMARY: The household nurse performs nursing functions within the household that require at minimum a licensed practical nurse, including passing medications or monitoring medication aides, observing residents' condition and communicating them to the Nurse Leader, or the physician as needed. The household nurse works closely with the Nurse Leader to ensure regulatory compliance, nurture resident-directed culture, strengthen the ability of the household to grow as a separate effective home and promote individual and team learning in the household. Household nurses are teachers and role-models of professional nursing practices to household staff and resident advocates for quality clinical care. They provide each resident with routine daily nursing care and other desired services in accordance with their assessment.

REQUIRED EDUCATION and/or EXPERIENCE: At least 2 years of long term care experience with strong assessment skills required. Certification in Gerontological nursing is preferred, specialized training or experience in geriatric nursing is desirable. Must have demonstrated leadership qualities, supervisory skills, interpersonal relationship skills, and knowledge of federal and state regulations governing clinical care, nursing practice and leadership. Commitment to person centered and resident directed care is essential.

REQUIRED CERTIFICATION, LICENSURE, and/or REGISTRATIONS: Current valid Iowa LPN/RN licensure required; CPR certification also required. Sanitation Certification required.

ESSENTIAL FUNCTIONS

1. Creates community through maintaining "home" in the physical environment, maintaining a sense of welcoming through elimination of institutional barriers, enhancing relationships in the household through shared activities of living, promoting compassionate services among the team by offering emotional, psychological and spiritual support to all, evaluating and addressing the successes and needs of the household.
2. Promotes the residents' well-being and satisfaction by supporting resident-centered care, developing and interpreting standards of care, guiding the interdisciplinary team as it establishes and implements the resident's plan of care with the resident and his/her family or responsible party and the household team. Models and ensures that others are providing medical treatment in a manner that honors resident preferences and individuality. Refrains from pressuring or manipulating residents into accepting medication or treatment for the sake of staff or facility convenience. Recognizes early signs of changing conditions and uses all available and appropriate resources to resolve needs. Very strong observational skills with regards to physical and medical conditions, coupled with ability to discern effective response and treatment. Knows when to seek consultation with the Household Nurse Mentor and/or Clinical Mentor.
3. Develops and maintaining a quality work team by recruiting and selecting staff for the household, scheduling staff to best support the needs of the residents in the household, promoting empowerment of the team in providing resident-centered care, facilitating a personal development plan for every member of the household team, conducting a performance evaluation for each team member at least annually, building rapport and support among the team, developing and participating in team problem solving methods, monitoring team members performance and providing feedback through coaching and counseling, celebrating individual and team success. Participates in hiring functions, orientation, training, clinical competency,

coaching, educating, counseling and performance appraisals, maintained in a manner supportive of team and professional standards of practice.

4. Achieves the financial objectives of the community by preparing and accounting for the annual operating budget and the capital budget of the household; Demonstrates support for organizational fiscal viability through efficient and effective use of all resources of the household, including maintaining clinical staffing and supply budgets within planned expenditures; maintain staffing patterns consistent with the philosophy, objectives and availability of resources.
5. Provides leadership and vision to the household by serving as a role model for core competencies, maintaining professionalism, supporting a learning environment by keeping abreast of latest trends and new ideas, collaborating with other household coordinators, mentors and guides to share resources, knowledge, expertise, opportunities and achievements. Is able to model person-centered practices, as well as evaluate and provide direction and coaching to other medical staff as needed.
6. Maintains a safe, comfortable and functional environment by assessing the household for potential hazards, implementing practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, attending or assuring the household is represented on all appropriate councils and teams of the community, investigating and reporting all incidents and accidents, observing the team for safe work habits and addressing observations.
7. Mentors and leading clinical employees in their household, carrying out supervisory responsibilities in accordance with the facility's policies, procedures and applicable laws, including participating in interviewing, hiring and training employees, planning assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving concerns as allowed within the state's Nurse Practice Act. Observes resident status as necessary to assure quality care and coordinates with other resident services to assure continuity of care. Sees supervision of other staff as a role of service, rather than one of authority, and seeks to support and under gird supervisees' ability to succeed. Willing to do any tasks needed, including those that may seem menial or unpleasant. Good supervision skills – able to provide clear directions and expectations as well as providing clear, effective feedback. Able to demonstrate and elicit mutual trust and respect.
8. Provides leadership to household staff to maintain policies and procedures for clinical practices and household management that support the values of Person First and resident directed care.
9. implements clinical policies and procedures which ensure safe, sanitary and efficient practices supporting professional standards of nursing care; assures that documentation, medication administration, resident nursing care, safety and sanitation, personnel and staff development, RAI process, materials management , CQI and resident rights are in compliance with facility standards; participates in the clinical component of continuous quality improvement in the household in support of a systemic approach to quality clinical care.
10. Fosters collaboration, consensus and negotiation to address problem solving in the household; assures that all clinical policies and procedures of the household are maintained; interprets and communicates same to all in the household as needed, with an emphasis on resident, family or designated representative relationships. Able to nurture sense of accountability to residents and household among nursing staff. Able to advocate for needs of either household, resident, family or staff as needed.
11. Maintains working relationship with physicians and other medical personnel in support of quality clinical care in the households Meet all resident and household needs by actively assisting (to the extent of cross training and certification) in all tasks to meet identified needs.

PHYSICAL ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, an employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

- An employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- An employee must occasionally lift and/or move up to 50 pounds.

COMMUNICATION/MATHEMATICAL/REASONING SKILLS:

- Must possess the required level of skills and abilities to read, write, speak, and apply mathematical concepts and sound reasoning to successfully perform the essential duties and responsibilities of this job.
- Must be able to perform basic operations on a computer within the Windows operating system.
- This position requires problem solving skills, critical thinking skills, and the ability to multi-task.

RESPONSIBILITIES, EXPECTATIONS & STANDARDS:

- Support Hegg Memorial Health Center/Avera Health through the daily application of the mission, vision, core values, and service standards while providing quality care and service to patients, their families, co-workers, physicians, volunteers, and the communities we serve.
- Convey enthusiasm and sincerity and promote Hegg Memorial Health Center and its services in a positive manner to all customers.
- Maintain confidentiality.
- Utilize effective problem solving skills as appropriate.
- Must be flexible to change and be able to work effectively in a team environment.
- Coordinate work flow with other team members to ensure a productive and efficient environment.
- Perform duties in a manner consistent with Safety Principles.
- Comply with all applicable laws, regulations and standards associated with but not limited to: CMS, OSHA, Corporate Compliance Plan and Service Standards of Conduct.
- Involvement in community and organization committees is promoted and encouraged.

WORK ENVIRONMENT:

- May be exposed to communicable diseases when working in a health care environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions; sharps or cuts; and compression (hand between cart and door).
- The noise level is usually moderate.

AGE SPECIFIC CARE CRITERIA:

- Must demonstrate and maintain current knowledge and skills necessary to provide care/service to patients neonate to geriatric.

ESSENTIAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

ACKNOWLEDGEMENT

I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____
Employee Signature

Date: _____