



**Job Title:** Nurse Coordinator

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**Main Function:**

Responsible for the effective and efficient operation of the assigned convent area. Assists in the selection and development of staff, recognizes their contribution to and holds them accountable for quality care. Communicates with the Clinical Nurse Manager on the care of the sisters.

**ESSENTIAL FUNCTIONS**

1. Coordinates the day-to-day operation of the assigned floor. Promotes a holistic and interdisciplinary approach to care.
2. Serve as mentor to staff in problem solving and promotes independent thinking. Coaches staff as needed.
3. Collaborates in the preparation and evaluation of interdisciplinary care plans for each Sister.
4. Prepares and administers medications and treatments as prescribed by physicians/nurse practitioner.
  - Knows action and side effects of medication administered at designated times.
5. Assists in diagnostic and therapeutic assessments of resident's condition.
  - Accurately observes, reports, and records to proper source.
6. Initiates appropriate measures in an emergency situation.
  - Know procedures and placement of equipment in case of fire or disaster.
7. Gives oral and written reports of pertinent information to oncoming staff.
  - Communicates accurately in oral or written reports.
8. Makes daily rounds and provides documentation of care provided
9. Adheres to policies and procedures for organization and department.
  - Knows and complies to policies and procedures which have been developed by Sisters of the Holy Cross, Inc.
10. Responsible for safety and welfare of residents through proper implementation of nursing procedures.
  - Routinely observes nursing care given by staff and makes suggestions accordingly.
11. Follows Universal Precautions and Infection Control guidelines.
  - Implements accurately the precautions and guidelines.
12. Assists team members as needs arise. Duties may require lifting up to 50 pounds.
  - Readily assists in all activities of the unit; i.e. answering lights, feeding, etc.
13. Consistently demonstrates professional attitudes and manner including confidentiality.
  - Professional in appearance and relationships with staff and residents.
  - Works with interdisciplinary team to provide safe and effective care for the sisters

14. Demonstrates flexibility in recognizing and participating in 24-hour staffing if need occurs.
15. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
16. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

### **Other Duties**

1. Participates actively in the growth and development of nursing personnel through monthly staff meetings, daily reports, nursing rounds, and staff development meetings.
2. Promotes cooperation and teamwork in all aspects of services provided.
3. Communicates with Clinical Nurse Manager on any inappropriate behaviors.
4. Communicates with the Clinical Nurse Manager on evaluations of nursing and support staff. Offers input on reviews.
5. Is knowledgeable and responsive in emergencies.

## **MINIMUM QUALIFICATIONS**

### **Education**

Graduate of an accredited School of Nursing (ADN, diploma, BSN). Current State of Indiana RN or LPN license required or licensed in another state having requested endorsement in Indiana.

### **Experience**

RN: one (1) year patient care experience required. LPN: five (5) years' experience required. Geriatric nursing experience is desirable.

### **Responsibility**

Work may involve non-routine decisions and recommendations. Normally is given scope of the task to be completed and allowed the necessary authority to achieve desired results.

### **Problem-Solving**

Standardized work following general instruction. Problems require analytical, evaluative and constructive thought. May entail consultation with peer group or superiors.

### **Personal Interaction**

Required communication with Residents, physicians and other staff members. Motivating and influencing others with the use of tact and poise required.

### **Work Environment**

Pleasant work environment, however, position is exposed to infectious wastes and body fluids.

### **Equipment Utilization**

Routinely operates sophisticated patient care equipment such as feeding pumps, IV systems or other life monitoring devices.

### **Hazards or Fatigue**

Exposure to hazards and fatigue are present intermittently. Employee may be subject to severe strains, sprains and backaches. Is exposed to body fluids and infectious wastes.

**Planning and Organizing**

Works primarily on a day-to-day plan. Schedules routine tasks, taking into account any accumulated backlog. Anticipates daily workflow. Rearranges schedule due to emergencies. Arranges and coordinates immediate work in relation to available resources and staff.

**Directing and Instructing**

Assigns work and adjusts tasks to maintain steady workflow. Instructs staff on specific techniques and answers questions about work assignments.

**Budgeting**

Not required.

**Scope of Supervision**

Supervises non-exempt employees where errors may be difficult to detect.

**Other Acknowledgements:**

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.