



JOB DESCRIPTION

Job Title: Staff Nurse RN **FLSA Status:** Non-Exempt/Hourly

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

To bear primary responsibility and accountability in delegating and assisting in the provision of quality comprehensive nursing care to the residents and to relieve the unit manager/nursing supervisor of the assigned unit as necessary.

ESSENTIAL FUNCTIONS

1. Prepares and evaluates the nursing care plan for each resident.
2. Assists in planning nursing care. Participates in teaching residents and staff.
 - Develops nursing care plans that meet the individualized needs of the residents.
3. Prepares and administers medications and treatments as prescribed by physicians.
 - Knows action and side effects of medication administered at designated times.
4. Assists in diagnostic and therapeutic assessments of resident's condition.
 - Accurately observes, reports and records to proper source.
5. Initiates appropriate measures in an emergency situation.

- Know procedures and placement of equipment in case of fire or disaster.
6. Gives oral and written reports of pertinent information to oncoming staff.
 - Communicates accurately in oral or written reports.
 7. Makes daily rounds, recording and reporting symptoms and progress.
 8. Adheres to policies and procedures for Health Care Services.
 - Knows and complies with policies and procedures which have been developed by Sisters of the Holy Cross.
 9. Responsible for safety and welfare of residents through proper implementation of nursing procedures.
 - Routinely observes nursing care given by staff and makes suggestions accordingly.
 10. Follows Universal Precautions and Infection Control guidelines.
 - Implements accurately the precautions and guidelines.
 11. 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.
 12. Consistently demonstrates professional attitudes and manner including confidentiality.
 - Professional in appearance and relationships with staff and residents.
 13. Demonstrates flexibility in recognizing and participating in 24 hour staffing if need occurs.
 14. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
 15. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

Other Duties

1. Completes appraisals in collaboration with staff and within the designated time frame (applies to FT and PT staff nurses).
2. Participates actively in the growth and development of nursing personnel through monthly staff meetings, daily reports, nursing rounds, and staff development meetings.
3. Participates as a member on one of the Health Care Services Committees.
 - Is committed to actively serve.
4. Knowledgeable regarding fire and disaster plans.
5. Assume responsibilities of charge nurse under supervision of management team member on call whenever necessary.
 - Accurately informs management team member on call of acute changes in residents' condition, staffing problems, and any other emergency situation.

MINIMUM QUALIFICATIONS

Education

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

Experience

One (1) year patient care 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 work-flow. Rearranges schedule due to emergencies. Arranges and coordinates immediate work in relation to available resources and staff.

Directing and Instructing

Directs and instructs Resident Assistants and LPNs.

Budgeting

Not required.

Scope of Supervision

Not required.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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.