

## Clark County Wisconsin Position Description



**Job Title:** Registered Nurse  
**Department:** Nursing  
**Reports To:** Supervisor Nurse, Nurse Care Coordinator, Director of Nursing  
**Pay Schedule:**  
**FLSA Status:** *(Exempt, Hourly.. etc)*  
**EEOC Job Code:** *Admin Function*  
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### **Purpose of Position:**

The Registered Nurse supervises the Licensed Practical Nurses and Certified Nursing Assistants and is responsible for direct and indirect nursing care of residents on an assigned unit. Assists with general management of unit. As the designated RN Supervisor, the individual assumes responsibility for the management of the facility in the absence of the Director of Nursing or Nursing Care Coordinator; responds to facility emergencies, complaints, staffing issues, or other unforeseen events during the work shift.

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### **Minimum Training and Experience Required to Perform Essential Job Functions**

Requires knowledge usually acquired through four years high school plus specialized advanced courses in nursing equivalent to two to four years of college with graduation from an accredited nursing program. Must have a current Wisconsin nursing license and be able to safely perform the essential job functions with or without reasonable accommodation. Progressive nursing experience with previous nursing home or FDD experience desirable. Must demonstrate ability to work as a team member with good interpersonal communication skills.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Perform exceptional nursing care for residents in a professional manor.**

- Collect resident data utilizing appropriate nursing assessment tools and forms of the facility and documenting the findings according to facility standards.
- Safely and accurately administer medications and treatments according to physician order and standards of practice.
- Assist licensed practical nurses in resident assessment and develop, implement, adjust, and evaluate the nursing plan of care
- Assess resident signs and symptoms and overall status, intervene according to established facility policies and procedures if changes are noted, and document per facility standards.
- Observe changes in a resident's status, assess for the need of further intervention, notify the MD if needed and develop, implement, adjust, and evaluate the nursing plan of care.
- Contact physician as necessary to obtain physician orders, clarify orders, or inform regarding resident status

**Assist in providing quality care to residents at all times.**

- Function as a team member in resident care conferences with family, agencies, and departments as necessary
- Monitor nursing care plan status and Certified Nursing Assistant assignment sheets for accuracy in reflecting the current needs of the resident, adjust as needed, and communicate to NCC or HSC
- Participate in quality assurance programs to insure safety and emergency policies of the facility are followed, infection control practices are maintained, and residents' rights are respected by all employees
- Assist in insuring that all facility and county personnel policies, nursing service policies and procedures, and standards of nursing practice are demonstrated by coworkers and subordinates
- Participate in approved continuing education programs to maintain competence

**Provide a pleasant, cooperative and professional working environment within Nursing Service by :**

- Delegate assignments of Certified Nursing Assistants (Residential Assistants in FDD) and provide supervision.
- Assist NCC and DON in evaluation of Certified Nursing Assistants or Residential Assistants and identifying training needs. Provide work instruction when recommended.
- Make recommendations regarding retention of probationary nursing service employees. Recommending transfers, disciplinary warnings, suspension or termination. Receive and consult with NCC or DON to resolve employee complaints.
- Work assigned shift and unit and demonstrate flexibility in assignment when changes are necessary.
- Establish appropriate working relationships with co-workers, subordinates, and supervisors

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**OTHER SKILLS AND ABILITIES**

Knowledge Skills and Abilities:

Sensory

- Vision: Must be able to continuously see objects up close so as to notice a change in the resident's condition (breathing, color, skin breakdown, etc.). Ability to focus and read a thermometer, small print and distinguish colors for warning lights.
- Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise. Must have adequate hearing to receive verbal instructions. Must also be able to hear audible emergency signals, alarms, call light indicators and to be able to answer the phone
- Smell: Must be able to detect the smell of smoke, spoiled food, soiled linen, etc
- Speech: Must be able to continuously articulate clearly, precisely and professionally.

Cognitive

- Concentration: Ability to concentrate on moderate details with frequent interruptions.
- Attention Span: Attend to a function for 10 to 25 minutes
- Conceptualization: Must be able to understand and relate specific ideas and concepts.
- Memory: Must be able to remember multiple tasks and assignments over a period of (8) hours.
- Emotional Stability: Must be able to continuously deal effectively with stress created by sick residents, multiple tasks, noises interruptions, and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Documentation: Enter, edit, and revise resident data via typing using established criteria per policy.
- Obtaining Information: Retrieve resident data from established reports to provide information for resident care.
- Computer knowledge: Use computers to communicate information using correct data, appropriate emphasis, grammar, spelling and punctuations.

#### Mathematical Ability

- Ability to calculate figures and amounts such as percentages, area, and rates. Ability to apply concepts of basic algebra and geometry and have knowledge of the metric system.

#### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer or employees of the organization.

#### Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### Environmental Adaptability

- Ability to work effectively in an office environment.
  - Ability to interact positively with public and others.
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