



**ELMBROOK
MANAGEMENT COMPANY**

1908 12TH AVENUE NW, SUITE E ARDMORE, OKLAHOMA 73401
(580) 226-3055 WWW.ELMBROOKHOMES.COM

JOB DESCRIPTION

STAFF NURSE

The Staff Nurse is a licensed nurse who coordinates, directs and supervises the nursing functions of the unit to provide optimum resident care. Additionally, the Staff Nurse shares a responsibility toward creating and sustaining an environment that humanizes and individualizes each resident. Elmbrook Management's are committed to providing care that recognizes each resident's physical, emotional and spiritual needs beyond traditional nursing procedures and protocols. The Staff Nurse must perform all of the duties and responsibilities outlined below using available resources to effectively assist residents to attain or maintain the highest practicable physical, mental and psychosocial well-being possible for each resident. The Staff Nurse reports to the Director of Nursing Services (DON).

Job Summary:

Under the direction of the Director of Nursing Services, the Staff Nurse ensures that resident care objectives include a focus on the resident's quality of life issues while ensuring optimal quality of care is delivered to each resident in accordance with the standards, policies and procedures of Elmbrook Management and current standards of care.

Physical Requirements:

This job requires good physical and mental health. The Staff Nurse may be required to lift, carry, turn or assist high-risk residents and be willing and able to work a flexible work schedule. The Staff Nurse must be able to sit, stand, bend and move intermittently during working hours.

Qualifications/Education:

The Staff Nurse must be licensed as a Registered Nurse or Licensed Practical Nurse in the State of Oklahoma and must remain in good standing with the licensing board. The Staff Nurse must maintain this nursing license in current status and provide evidence of renewal as required by Elmbrook Management's policies and procedures.

Job Knowledge:

This employee must possess comprehensive knowledge of good nursing practice and its application to the aged, chronically ill and convalescent resident and possess some leadership ability. The Staff Nurse must work to familiarize himself/herself with Elmbrook Management's policies and procedures and ensure that these policies and procedures are carried out in all aspects of their responsibilities. The Staff Nurse must perform all tasks and procedures involving exposure to visible blood contamination or reasonably anticipated blood contamination according to Elmbrook Management's Exposure Control Plan. The Staff Nurse must understand and value quality of life issues for residents and

promote alternatives to resident care that are designed to increase or maintain the resident's quality of life.

Duties:

1. Embraces Elmbrook Management's philosophy to render care in a manner and in an environment that promotes maintenance or enhancement of each resident's clinical status and quality of life.
2. Under the direction of the Director of Nursing Services, ensures that resident care objectives include and promote quality of life issues and alternatives to resident care are designed to increase or maintain the resident's quality of life in accordance with the standards, policies and procedures of Elmbrook Management, and current standards of care.
3. Collects nursing assessment data and documents in a timely, complete and factual manner.
4. Administers medications to residents in accordance with physicians' orders or supervises Certified Medication Aides (CMA) who may administer medications under the direction of the Staff Nurse to ensure safe and effective receipt of the medication. Documents adverse reactions and notifies the physician in a timely manner to ensure quality and appropriate care to the resident.
5. Ensures medications are documented and ordered in a timely fashion and in accordance with Elmbrook Management's policies and procedures.
6. Ensures that medications are properly stored, received from the pharmacy, and accurately accounted for in accordance with Elmbrook Management's policies and procedures and with applicable state/federal law.
7. Performs resident treatments in accordance with physician orders and evaluates and documents the resident's response to the treatment.
8. Assigns, supervises and evaluates performance for certified nurse assistants assigned to the unit. Conducts in-service as necessary to ensure appropriate care is delivered to each resident and that care rendered promotes both quality of life and quality of care issues.
9. Orders supplies from Central Supply in a timely fashion to ensure continuity of resident care.
10. Maintains equipment in a clean and safe manner to ensure good working condition. Reports any broken equipment or hazardous situations to the maintenance department or administrator.
11. Establishes and maintains communication with residents, residents' responsible parties, and others to provide for residents' needs, care concerns or comfort.
12. Monitors resident status closely by assessment and review of the medical record and notifies the physician as indicated according to Elmbrook Management's policies and procedures and by current standards of care and practice.
13. Communicates and reports all changes in the resident's condition verbally and by written report to other staff, other shifts, the DON, family members, physician and others as indicated by Elmbrook Management's policies and procedures and state/federal regulations.
14. Assists in the development and evaluation of the resident's overall plan of care that is designed to promote and include alternative to care that are designed to maintain or enhance each resident's clinical status and quality of life.
15. Obtains, notes and documents physician orders in accordance with Elmbrook Management's policies and procedures, recommendations from the Consultant Pharmacist, current standards of practice and applicable state/federal regulations for long-term care.
16. Accompanies physicians who are visiting residents and accurately records data from that visit in a timely, accurate and factual manner.
17. Assesses, monitors and evaluates appropriateness of care/treatment for residents. Documents

findings in a timely, accurate and factual manner.

18. Cooperates with Elmbrook Management's corporate consultants and other consultants as indicated to ensure quality care is provided to each resident.
19. Monitors and assists certified nurse assistants with daily documentation including but not limited to: ADL records of care, nutritional intake, fluid intake records and others to ensure timely, accurate and factual medical records for each resident.
20. In consultation with the DON, develops, assigns and evaluates appropriate restorative care for residents in accordance with the overall plan of care, Elmbrook Management's policies and procedures, current standards of practice and applicable state/federal regulations for long-term care.
21. Investigates accidents or incidents to residents, employees or others immediately and takes appropriate actions to obtain medical care or maintain the health of the affected persons. Documents the occurrence and notifies appropriate facility personnel according to policies.
22. Orientates new or temporary staff to the unit to assure continuity in the delivery of resident care.
23. Communicates suggestions or concerns from staff, visitors or others to the DON in a timely, factual and accurate manner.
24. Ensures systems/procedures designed to provide security and safety for staff and residents are followed.
25. Maintains the unit in preparation for and compliance with state/federal regulatory process.
26. Performs other duties or functions as assigned by the DON.