



Oahu Care Facility
JOB DESCRIPTION

POSITION: NURSING SUPERVISOR
STATUS: Exempt, Full-Time
REPORTS TO: DIRECTOR OF NURSING SERVICES

POSITION SUMMARY:

Assist Director of Nursing in overall management and supervision of Nursing Services unit in accordance with current federal, state, and local standards, guidelines, and regulations that govern long term care; and as may be directed by Administrator and Medical Director. In the absence of Director of Nursing (DON), may function in his/her capacity. Responsible for specific related functions as it relates to Medicare residents, Resident Assessment process, and staff development.

WORKING CONDITIONS:

Frequent exposure to heat and various fluids, noise, moisture, noxious odors, and gases. Occasionally required to be outdoors and exposed to dust/mold and biological and chemical agents.

EQUIPMENT USE:

Frequent use of hospital beds, thermometer, stethoscope, BP sphygmomanometer, bed scale, wheelchair, gurneys, medication carts, suction, lifts, oxygen, gerichairs, medical-surgical supplies and personal care items. Also frequent use of automated telephone system, intercom/resident call system, addressograph stamp machine and general office supplies. Frequent use of copy machine, typewriter, facsimile machine and personal computer/printer.

WORK HOURS:

Generally forty (40) hours/week, weekdays, weekends, and holidays according to facility/company needs. Additional work hours may be required, as necessary. Works beyond normal working hours and on weekends/holidays as needed. On-call 24 hours per day.

MENTAL DEMANDS:

Duties require attention to detail, alertness, problem-solving, tolerance to stress, ability to follow orders/directions, sound judgment, mathematical ability, scientific logic, abstract thinking and intuitive sense.

PHYSICAL DEMANDS:

Continuous standing; walking; handling; fingering; eye-hand-foot coordination; use of corrected vision; depth perception; wide field of vision; color vision; use of auditory, olfactory and tactile senses. Frequent bending over; stooping; kneeling; crouching; pushing; pulling; sitting; reaching; climbing/balancing on a step stool to reach supplies/equipment in cupboard; climbing stairs; carrying up to 25 pounds; crawling; running; pushing up to 250 pounds; pulling up to 250 pounds; and lifting up to 50 pounds.

COMMUNICATION DEMANDS:

Requires frequent talking/listening to co-workers, residents, physicians, visitors, and healthcare-related professionals; reading; talking on telephone; receiving orders/instructions; speaking, and writing/composing written language (English). Communicates pertinent information in a timely manner to appropriate personnel. Must be able to manage hostile and emotionally upset persons.

QUALIFICATIONS/REQUIREMENTS:

- Hawaii State RN license required.
- Graduate of accredited school with Bachelor's degree in nursing (or equivalent) preferred.
- Heartsaver's Cardiac Life Support (Course "A") or BLS certification required. Certified instructor preferred.
- Knowledgeable in federal/state regulations, including OBRA, Medicaid and Medicare regulations and guidelines, restorative/rehabilitative nursing that pertain to long-term care (LTC).



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- Computer skills required.
- Prior MDS/RAI experience preferred.
- Minimum three (3) years prior employment experience in LTC or acute medical surgical nursing and/or rehabilitation nursing preferred
- Minimum three (3) to five (5) years supervisory experience in LTC setting preferred.

A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Participates in hiring process with DON for unit.
2. Supervises, directs, and evaluates the performance, of licensed nurses and CNAs as appropriate.
3. Responsible for the day-to-day operations of the nursing unit as assigned.
4. Ensures sufficient staffing and coverage is available.
5. Ensures nursing service personnel follow departmental policies and procedures.
6. Responsible for planning, coordination, implementation, and evaluation of assignments as delegated, i.e. Medicare, RAI process, Staff Development and training.
7. Assist DON in developing and implementing corrective plan or action related to resident care, staff performance, and departmental operations.
8. Ensure RAI requirements are completed according to federal, state, and internal policies and procedures, e.g. MDS, RAPs care plans, etc.
9. Follow-up on all incident/events and report findings to DON/Administrator.
10. Assist with admission/transfer process and evaluates resident to ensure appropriate room placement.
11. Ensures Medicare Form 1147 for all LOC changes and annual assessments are completed in a timely manner for all Medicaid residents.
12. Ensures rounds are completed for SPLASH and Skin Assessment Programs.
13. Resident Care:
 - a. *Assessment*
 - i. Performs pre-screening assessments and evaluates potential patients for admission.
 - ii. Confers with Interdisciplinary Team (IDT) to determine appropriateness and confirmation of admissions and discharges.
 - iii. In concert with IDT, collects resident health data using assessment and data collection techniques.
 - iv. Conducts daily rounds to determine adequacy of care and initiate appropriate action.
 - v. Ensures care provided is in accordance with resident's wishes and meets needs as identified in resident assessment.
 - b. *Planning*
 - i. Collaborates with IDT regarding admissions and discharges to ensures all necessary resources are arranged accordingly and timely.
 - ii. Assists in obtaining data for care plan and coordinate resident assessment care plan meetings for care plan development that prescribes interventions to attain expected and measurable outcomes.
 - iii. Responsible for the coordination of RAI/MDS on all admissions, quarterly and annual review and completes the care plan in a timely manner.
 - c. *Implementation*
 - i. Assists IDT in implementation methods/interventions to achieve goals and objectives of a comprehensive care plan.
 - ii. Provides direct care as needed.
 - d. *Evaluation*
 - i. Coordinates review and revision of resident care plan at the time of assessment or change in resident's status.
 - ii. Coordinates data and monitors resident condition to evaluate resident's progress toward attainment or outcome and level of care.
 - iii. Collaborates with IDT, Physician, consultants, and ancillaries to identify and evaluate resident status and provision of care as appropriate.
 - e. *Documentation*



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- i.** Completes all necessary forms as required by the respective public and private intermediaries, i.e. Medicare, Medicaid, HMSA, etc.
 - ii.** Review/audit charts as frequently as deemed necessary to determine accuracy, timeliness, and completeness and initiates plan of action as needed.
 - iii.** Documents in medical record according to established guidelines, i.e. legible, correct use of forms, approved medical abbreviations, etc.
 - iv.** Coordinates completion of RAI documents and readiness for electronic transmittal.
 - v.** Assist with tracking and notification of RAI and electronically transmit within specified time frames.
 - vi.** Places charting guidelines for daily documentation in each Medicare resident's chart.
- 14. Staff Development and Training**
- a.** Participates in overall general staff orientation, nurse training and development initiatives, and other facility in-services.
 - b.** Monitors staff compliance with annual mandatory training and competencies.
 - c.** Trains and in-services staff on accuracy of pay or source of each resident in ADT, Clinical Record and billing record.

B. OTHER JOB FUNCTIONS AND DUTIES

- 1.** Attends and participates in meetings and committees as requested.
- 2.** Performs other duties as required.



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Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE