

# Lutheran Services Carolinas

## Job Description

**Job Title:** Staff Nurse  
**Supervisor (title):** Director of Nursing Services  
**Department:** Nursing  
**Approved by:** B. Welch 

**Date:** 1/6/2015

**Position Purpose/Summary:** The primary purpose of the Staff Nurse is to provide care to residents under the medical direction and supervision of the residents' attending physicians, the Director of Nursing Services, and the Medical Director of the facility, with an emphasis on treatments and medication administration. The Staff Nurse will also assist in modifying the treatment regimen to meet the physical and psychosocial needs of the resident, in accordance with established medical practices and the requirements of this state and the policies and goals of LSC.

### **Essential Functions:**

The Staff Nurse, in accordance with federal and state standards and regulations, LSC and facility policies, objectives, and philosophies, effectively:

1. Accurately and safely prepares, administers, and documents the administration of medications for residents as prescribed by the physician utilizing the Six Rights of Medication Administration.
2. Administers medication via the following routes: oral, IM, Subq, and G-tube; administers IV fluids and medications (under direct RN supervision, if applicable).
3. Follows LSC procedures for documentation of medication administration, physicians' orders, nurses' notes, and all other areas of resident care utilizing the electronic medical record.
4. Follows LSC procedures for drug receipt and storage including: ensuring medications are properly labeled; ensuring medications are reordered timely; returning discontinued medications; and verifying accuracy of controlled medications.
5. Maintains security of drug rooms and carts, following established guidelines for storage of drugs and biologicals.
6. Follows resident care plan and participates in care planning process as indicated.
7. Demonstrates proficiency with the following activities: routine skin care, dressing changes, and ostomy care; catheter care, including inserting and removing Foley catheters; and tube feedings.
8. Is proficient with equipment including glucometer, PT/INR machine, bladder scanner, as applicable.
9. Administers respiratory services, including oxygen, monitoring of O2 stats, and nebulizer treatments.

10. Follows LSC procedures regarding reporting of medication errors and incidents or accidents.
11. Follows LSC procedures regarding notification of supervisor, physician, and resident representative for changes in orders or in condition.
12. Makes rounds throughout shift, communicates report at beginning and end of shift, and makes rounds with physicians, as assigned.
13. Assists with admission and discharge process.
14. Practices safe infection control standards, safe use of equipment including lifts, and follows emergency procedures as instructed.
15. Honors resident choice, allowing residents to direct their own care and make personal choices regarding daily schedules, activities, etc.
16. Participates in educational programs and in-service as required.
17. Other duties as assigned.

**Supervisory Responsibilities, if any:** Oversees nursing team, including CNAs, restorative nursing assistants, and medication aides, providing coaching and training as indicated and as allowed under the scope of the Nurse Practice Act.

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: Nursing degree from an accredited college or university, or a graduate of an approved LPN/RN program.

Experience: None required.

Specialized Skills:

1. Remains cordial and tactful at all times, and encourages optimal communication with residents, families, peers and others; maintains confidentiality.
2. CPR certified or ability to become CPR certified.

Specialized knowledge, licenses, etc.: Must be a licensed nurse in the state of North Carolina (Licensed Practical Nurse or Registered Nurse).

**Preferences (Optional):**

1. Preferred two years experience as an LPN/RN.
2. Computer skills preferred; must have ability or willingness to learn to complete all resident documentation electronically.

**Working Conditions/Physical Requirements:**

1. Must be able to push, pull, move, and/or lift a minimum of 30 pounds and be able to push, pull, and/or carry such a weight a minimum distance of 50 feet.
2. Must be able to assist in the transferring, lifting, and repositioning of an individual weighing 100# to 200#.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***