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| **JEWISH HOME OF GREATER HARRISBURG**  **JOB DESCRIPTION** |

Title: Team Leader/Medication Nurse Supervisor (s) Title: Charge Nurse/RN Supervisor

The Team Leader/Medication Nurse will be evaluated during their probationary period to determine additional training needs/ continuation of the probationary period if indicated and to determine if retention or termination is warranted. Termination may be recommended at anytime during the probationary period.

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| **I. POSITION OBJECTIVE** |

Conducts resident assessments per facility policy and under the direction of the RN as needed and/or directed. Provides direct nursing care to the residents, administration of medications and treatments and necessary documentation. Supervises the day-to-day nursing activities performed by nursing assistants in accordance with Federal, State and facility standards.

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| **II. BEHAVIORAL COMPETENCIES** |

Performance Key: E= Exceeds Expectation M=Meets Expectation \*B= Below Expectation

\* Any area rated Below Expectation will need to have an improvement plan

A.

**Accountability:**

\_\_\_\_\_\_\_\_\_\_ Attendance

\_\_\_\_\_\_\_\_\_\_ Punctuality

\_\_\_\_\_\_\_\_\_\_ Follows safety practices

\_\_\_\_\_\_\_\_\_\_ Demonstrates responsibility and ownership for all actions

\_\_\_\_\_\_\_\_\_\_ Attends required meetings

\_\_\_\_\_\_\_\_\_\_ Compliance with Jewish culture

\_\_\_\_\_\_\_\_\_\_ Cooperates with change

\_\_\_\_\_\_\_\_\_\_ Follows proper chain of command

**Communication**

\_\_\_\_\_\_\_\_\_\_ Presents ideas and information in a clear, concise, timely and effective manner in

a concise timely and effective manner through written, verbal and nonverbal

forms.

\_\_\_\_\_\_\_\_\_\_ Demonstrates effective listening skills

\_\_\_\_\_\_\_\_\_\_ Reports resident conditions to the charge nurse in a timely manner

**Teamwork**

\_\_\_\_\_\_\_\_\_\_ Cooperates and partners with others

\_\_\_\_\_\_\_\_\_\_ Maintains a professional demeanor at all times in dealing with residents, families

and co-workers. Inspired confidence and demonstrates knowledge consistent with

her/his level of education.

**Clinical Competencies**

\_\_\_\_\_\_\_\_\_\_ Utilizes observation skills to identify actual or potential health problems and

provides resident care as needed.

\_\_\_\_\_\_\_\_\_\_ Demonstrates ability to prepare and administer prescribed medications and

treatments to residents’ as ordered in accordance to regulations and facility

policies.

\_\_\_\_\_ **B. COMMITMENT TO CHANGE**

The demonstrated commitment to support and contribute to the creation of change within the individual’s role and department. Commitment to change is also demonstrated by cooperating with changes throughout the department or the organization.

\_\_\_\_\_ **C. COMMUNICATION**

The demonstrated ability to present ideas and information in a concise, timely, effective and interpersonally appropriate manner through written and oral forms. Communication is further demonstrated through effective listening skills and behavior.

\_\_\_\_\_ **D. CONTINUOUS SELF-IMPROVEMENT**

The demonstrated commitment to cooperate with management in identifying opportunities, investing time and participating in activities resulting in personal and professional development, including attendance at mandatory in-services and seminars and staff meetings. Takes constructive direction to improve performance during the probationary period.

\_\_\_\_\_ **E. CUSTOMER SERVICE**

The demonstrated ability to develop mutually beneficial relationships with both internal and external customers. Effective customer service is demonstrated by continually striving to meet or exceed all reasonable customer expectations.

\_\_\_\_\_ **F. TEAMWORK**

The demonstrated ability to work toward a shared purpose or common goal by cooperating, collaborating or partnering with others for the improvement of quality care.

\_\_\_\_\_ **G. TRUST AND RESPECT**

The demonstrated ability to be both trustworthy and trusting of others while respecting the needs of all members of the Jewish Home community.

**III. CLINICAL COMPETENCIES**

Performance Key: E=Exceeds Expectations M= Meets Expectations B=Below Expectations

**\_\_\_\_\_\_\_A. NURSING ASSESSMENT AND CARE FUNCTIONS**

The knowledge and demonstrated ability to assess ill residents to determine actual or potential health problems, to provide routine personal care and to perform restorative nursing care.

\_\_\_\_ **B. MEDICATION AND TREATMENT ADMINISTRATION**

The knowledge and demonstrated ability to prepare and administer the prescribed medications and treatments to residents as ordered by the physician and in accordance with Federal, State and Jewish Home guidelines/policies. Promotes resident dignity, confidentiality and right of choice.

\_\_\_\_ **C. LEADERSHIP**

The knowledge and demonstrated ability to oversee non-professional nursing personnel rendering care, to resolve residents needs and concerns alone or in conjunction with the nurse manager/ supervisor and to conduct staff audits and follow-up when necessary.

\_\_\_\_\_\_ **D.** **PROFESSIONALISM**

Maintains a Professional demeanor at all times in dealing with residents, family and co-

workers as demonstrated by: the ability to inspire confidence, demonstrating knowledge

consistent with one’s level of education, presents a positive attitude and displays a well

kept appearance. Consistently demonstrates and displays respect toward resident rights

with a dignified approach to resident quality of life.

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| **IV. ESSENTIAL FUNCTIONS:** |

Job functions as listed below are not inclusive. Omission of specific statements of duties does not suggest that similar, related or logically related assignments are excluded

\_\_\_\_\_ Assess seriously ill residents as necessary.

\_\_\_\_\_ Directly supervises residents’ care provided by the nursing assistants. Makes daily

rounds of assigned residents

\_\_\_\_\_ May be expected at times to assist with or perform personal grooming, dressing or

restorative programs for residents

\_\_\_\_\_ Prepares and administers medications and treatments to the prescribed resident

according to Jewish Home policies and procedures

\_\_\_\_\_ Admits, transfers and discharges residents as required in conjunction with the

clinical coordinator/unit coordinator/supervisor

\_\_\_\_\_ In conjunction with the clinical coordinator/unit coordinator/supervisor, ensures

that assigned nursing assistants are aware of the resident care plans and that they

are used in administering daily care to the residents.

\_\_\_\_\_ Uses good body mechanics; requests assistance as needed and uses assistive

devices correctly.

\_\_\_\_\_ Follows safety procedures and universal precautions.

\_\_\_\_\_ Completes charting and documentation on a timely basis and in accordance with

Jewish Home policies and procedures that reflect resident needs and care given.

\_\_\_\_\_ Assists in updating Care Plans and RIS.

\_\_\_\_\_ Ensures that nursing assistants are performing their duties in accordance with their

respective job description and follows the guidelines of disciplinary action as

outlined in the employee manual

\_\_\_\_\_ Perform other duties as assigned.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BEHAVIORAL COMPETENCIES**