

RN/LPN Job Description & Contractual Agreement



Position Title: Facility Nurse

Reports to: Administrator

Position Summary: Assumes primary responsibility for coordinating all clinical services for the Cottages' Residents on a 24/7 a week basis. Participates in the negotiated service planning process as well as renewal and maintenance of these plans. Recommends Health Care goals for the Residents and assist the administrator in their implementation. Works with Administrator to oversee and delegate the medication assistance tasks to the caregivers, and training of the Caregivers/Medication Assistants to meet Resident needs.

Position Responsibilities:

1. Conducts comprehensive nursing evaluations of residents upon move in or shortly after. Completes appropriate documentation within The Cottages electronic medical record (EMR), Blue Step.
2. Completes quarterly nursing assessments on all residents and change of condition assessments as needed for residents who undergo change in their health status. Must document all assessments into the EMR.
3. Review the EMR frequently to review caregivers' documentation of residents' acute health care needs.
4. Review in the EMR the MAR at least 3 to 4 X weekly as a quality check and standard for the residence's medication assistance policy and procedures.
5. Works closely with administrator, residents, and caregivers in an effort to meet the individual residents' needs.
6. Evaluates health emergencies and determines emergency medical measure taken regarding resident care.
7. Acts as a resident advocate in medical-social situations involving resident and/or designated agents, physician, and/or agencies.
8. Delegates general and specific Resident services, (e.g. health care monitoring, nail care, medication, Caregiver delivered ADL's, etc.).
9. Examines and gives first aid to resident and staff within scope of practice.
10. Help identify physical, social, spiritual, and psychological needs of residents.
11. Consult with Administrator as needed with Residents whose health condition has declined beyond our ability to meet their needs safely.
12. Notifies physician and/or designated agent(s) of resident's status/change as appropriate.
13. Supervises ordering of medication from pharmacy.
14. Verifies physician orders, move-in/move-out information and coordinates appropriate action/follow up.
15. Identifies resident and staff training needs.
16. Conduct training as assigned and mandated by regulatory requirements.
17. Ability to understand and follow the Rules mandated by the Bureau of Facility Standards.
18. Willingness to adhere to assisted living principles in providing services.
19. Ability/Willingness to perform all position responsibilities adequately.

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20. Ability to demonstrate effective training skills.
21. Ability to recognize and communicate problems effectively.
22. Ability to relate to the public, residents, families, staff, and other health care professionals, verbally and in writing.
23. Ability to maintain accurate records.
24. Must possess adequate and clear English speaking and writing.
25. Is free of a non-treated communicable disease.
26. Has and will continue to maintain current CPR/First Aid certifications.
27. Ability to work flexible hours and meet the physical requirements of the job, i.e. sitting, standing, lifting of 30 pounds regularly, fine motor skills.
28. Understands and willing to uphold the Policies and Procedures of The Cottages, LLC.
29. Maintains car in good working order and has current auto insurance. Willingness to travel as needed for resident assessments, meetings etc.
30. Maintains a current/active, unencumbered nursing license with Idaho State Board of Nursing.
31. Performs other duties as assigned.

This agreement is between the Registered Nurse (RN) or Licensed Practical Nurse (LPN) (select one) and Cottages Senior Living, LLC (The Cottages). The RN/LPN agrees to provide all nursing services for The Cottages as required by the residents of the facility, as outlined in The Cottages policy, IDAPA Rules 16.03.22, and in accordance with the Board of Nursing. All case management and nursing services are coordinated together with the administrator of the facility.

The Cottages will pay \$_____ per resident per month and is based on the high census of the month up to the 25th of each month. The Cottages will also pay \$_____ for every new comprehensive move-in assessment. Mileage reimbursement will be paid for any additional travel required for assessments done out of the facility. The RN/LPN will be responsible for filling out the Nursing Services Billing Summary and submitting it to the facility's administrator for signature by the 1st of each month. The Administrator will turn it into the home office for processing by the 2nd of each month.

I _____ have read the above job description and contract. I fully understand the conditions set forth therein, as Licensed Facility Nurse for Cottages Senior Living, LLC and confirm I will perform these duties to the best of my abilities at:

The Cottages of/at _____
(Location)

Signature

Date

Witness

Date