**TITLE: RN House Manager**

**LAST REVISED: October 1, 2013**

**REPORTS TO: Assist. Director of Nursing, Director of Nursing**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to direct and supervise resident care in accordance with current federal, state, and local standards, guidelines, and regulations that govern the facility and as may be required by the Director of Nursing to ensure that the highest quality of care is maintained at all times.

**EDUCATION:**

Must possess a current, unencumbered, active license to practice as a Registered Nurse in this state.

**EXPERIENCE:**

1. Must be knowledgeable of nursing and medical practices and procedures, as well as law, regulations, and guidelines that pertain to long-term care.
2. Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
4. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
5. Must have experience as a supervisor in a health care facility.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak, read, and write the English language in an understandable manner.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
4. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.

6. Must meet the general health requirements set forth by the policies of this facility.

7. Must be able to push, pull, and move a minimum of 50 pounds.

8. Must be able to assist in the evacuation of residents.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Staffing:*

1. Ensure that a sufficient number of LPN’s and CNA’s are available for your tour of duty to ensure that quality care is maintained.
2. Post staffing sheets as required by state regulations.
3. Monitor absenteeism and report problems to the Director of Nursing.
4. Make and/or adjust assignments for resident care and check completeness prior to the end of the shift. Assist in completing assignments if needed.
5. Make rounds to ensure that all nursing personnel assigned to you are providing quality care in accordance with standards of practice and within the written policies and procedures established by this facility.
6. Handle complaints as they arise and report problems to the Director of Nursing.
7. RN Supervisors have the authority and are expected to issue oral and written disciplinary action to the LPN’s and CNA’s for infractions of our personnel policies and rules of conduct.
8. Participate in employee performance evaluations.

*Medication Administration:*

1. Administer medications per physician orders and within the time frame and procedures set forth by state and federal rules and regulations.
2. Provide teaching regarding medications to residents and family members.
3. Monitor side-effects and resident response to medications and report to physician as needed.
4. Ensure accuracy of all medication and narcotic records. Report problems with narcotics to the Director of Nursing.
5. Ensure that an adequate supply of prescribed and floor stock medications are on hand.

*Documentation/Notification of Resident Status/Care:*

1. Complete nursing documentation in accordance with state and federal regulations and facility policy.
2. All medication and treatment records must be fully completed by the end of shift. All assigned charting, such as the Quarterly Nurse Assessment, must be completed in a timely manner.
3. Complete all Accident/Incident Reports in a timely manner.
4. Transcribe physician orders to the resident chart, M.A.R. and T.A.R. in a complete and timely manner.
5. Notify physician and family of any resident changes (e.g., incidents, skin breakdown, etc.) and complete documentation of the notification in a timely manner.
6. Documentation must present complete written chronology of all care given and the condition of a resident in a factual manner.
7. Assist with chart auditing.
8. Attend Care Plan meetings on assigned residents, address any problems, and ensure care plan is followed on each resident.

*Direct Resident Care:*

1. Admit, transfer, and discharge residents with completion of necessary paperwork.
2. Provide skilled services such as I.V.’s, treatments, catheters, feeding tubes, oxygen administration, glucose monitoring, and lab work in a timely fashion and according to physician orders, facility policy, and state and federal guidelines.
3. Follow all physician orders for resident care.
4. Assist physician at each visit.
5. Monitor resident vital signs and report to physician as needed.
6. Monitor resident condition and report to physician as needed.
7. Pronounce death of residents as needed. Ensure completion of post-mortem care and documentation of death. Assist family with call to funeral home as needed.

*Facility Environment:*

1. Residents will have a clean and safe environment.
2. Make environmental rounds at least once per shift to ensure call lights are in place, bed cranks are in safe condition, that there are no safety hazards such as clutter. Check residents for safety factors (side rails up, proper footwear on, position devices are in proper place).
3. Check equipment such as walkers and wheelchairs to ensure they are in working condition.
4. Follow infection control measures and ensure the personnel under your supervisor do so as well.
5. Ensure that work areas, such as nurses’ station, are kept clean and orderly. Eating and drinking in nurses’ station is not permitted.

*Safety and Sanitation:*

1. Ensure that you and your staff are following all safety, infection control, and standard precaution policies when performing daily tasks.
2. Participate in all fire safety and disaster preparedness drills.
3. Report all hazardous conditions/equipment to the Maintenance Supervisor immediately.

*Assure Resident Rights at all times:*

1. Attend Resident Rights in-service quarterly.
2. Rights of all residents are respected at all times per “Resident Bill of Rights.”
3. Resident confidentiality maintained per HIPPA Guidelines.
4. Knock before entering a resident’s room.

*Staff Development:*

1. Attend all meetings and in-services designated as mandatory.
2. Attend and participate in annual OSHA and CDC training programs, as well as annual disaster training.
3. Attend and participate in Advance Directive training.
4. Attend and participate in continuing education programs.
5. Assist with orientation of new employees.

*Other:*

1. Subject to frequent interruptions.
2. Must be flexible in willingness and ability to work on any unit and/or shift needed to meet the requirements of Magnolia Manor residents.
3. Subject to call-back during any emergency conditions (i.e., severe weather, evacuation, natural disaster, etc.).
4. You are expected to follow the policies set forth in the employee handbook.
5. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **RN House Manager** and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature – RN House Manager Date

Signature – Director of Nursing Date

Signature – Administrator Date