# **TITLE: Resident Care Manager – RN/LPN (SNF)**

# **LAST REVISED: October 1, 2013**

# **REPORTS TO: 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 (RN) or Licensed Nurse (LPN) in the state of Georgia.

**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***

Personnel:

1. Make and/or adjust assignments for resident care and check completeness prior to the end of the shift. Assist in completing assignments if needed.
2. 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.
3. Handle complaints as they arise and report problems to the Director of Nursing.
4. Resident Care Managers 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.
5. Participate in employee performance evaluations.

Medication Administration:

1. Ensure that medications are administered 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 staff, residents, and family members.
3. Ensure that side-effects are monitored and resident responses to medications are reported 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.
6. May at times provide medication administration to cover staffing issues.
7. Assure that medication are being logged by nursing staff and placed in appropriate locked area for pickup and/or disposal by pharmacist.

Documentation/Notification of Resident Status/Care:

1. Ensure that nursing documentation is completed in accordance with state and federal regulations and facility policy.
2. Ensure that all medication and treatment records are fully completed by the end of shift. Ensure that assigned charting, such as the Quarterly Nurse Assessment, is completed in a timely manner.
3. Ensure that all Accident/Incident Reports are completed thoroughly and in a timely manner and plan of care has been updated.
4. Ensure that physician orders are transcribed to the resident chart, M.A.R. and T.A.R. in a complete, timely manner and the care plan is updated.
5. Ensure or notify physician and family of any resident changes (e.g., incidents, skin breakdown, etc.) complete documentation of the notification in a timely manner and ensure/or update care plan as needed.
6. Ensure that documentation presents a complete written chronology of all care given, the condition of a resident in a factual manner, and is reflected on the plan of care.
7. Assist with chart auditing.
8. Attend or assign appropriate nursing staff attends Care Plan meetings, address any problems, and ensure care plan is followed on each resident.
9. Possess a working knowledge of MDS 3.0 complete assigned resident assessments quarterly to assure current skills for backup coverage for MDS 3.0.

Direct Resident Care:

1. Assist and ensure that the admission, transfer, and discharge residents are completed with necessary paperwork and notification to physician and resident’s responsible party.
2. Assist and/or 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. Ensure that staff follows all physician orders for resident care.
4. Assist physician as needed at each visit.
5. Ensure that resident vital signs are monitored and reported to physician and family as needed.
6. Ensure that resident condition is monitored and reported to physician as needed.
7. RN may pronounce death of residents as needed. RN or LPN Resident Care Manager will ensure completion of post-mortem care and documentation of death. Notify family and call funeral home.

Facility Environment:

1. Help ensure that 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 (fall prevention device have proper placement, proper footwear on, position devices are in proper place, etc.).
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 supervision do so as well.
5. Ensure that work areas, such as nurses’ station, and med room are kept clean and orderly. Eating and drinking in nurses’ station is not permitted.
6. Assure clean and soiled utility rooms are in order and dirty equipment cleaned and removed in a timely manner.

Safety and Sanitation:

1. Ensure that you and your staff are following all safety, infection control, and universal 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 **Resident Care 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 I and that such termination can be made with or without notice.

Signature – Resident Care Manager Date

Signature – Director of Nursing Date

Signature – Administrator Date