

Position Title: Registered Nurse Supervisor

Reports To: Long Term Care Administrator

Location: CSAL

**I. Position Summary:**

The Registered Nurse (RN) is responsible for provision and/or oversight of nursing care and clinical services for residents of Cathedral Square Assisted Living (CSAL). They are responsible for ensuring the well-being of the Assisted Living (AL) residents and ensures direct care services provided by AL staff are of a high quality. They support a philosophy of aging in place consistent with the mission of Assisted Living and in compliance with the State of Vermont Level III Assisted Living/Residential Care Home regulations. The RN Supervisor will also be required to provide on-call clinical consultation to the Long Term Care (LTC) Administrator of CSAL and other staff.

**II. Principal Responsibilities:**

**1. Responsible for admission, care and discharge of residents on the AL unit, in consultation with the LTC Administrator of CSAL.**

- Consults with, receives and reviews medical statements from physicians prior to admission of a prospective AL resident.
- Conducts a pre-assessment prior to resident admission to determine whether the applicant's care needs can be met.
- Completes the resident assessment (RCHRAC) within 14 days of resident admission.
- As needed, coordinates with the designated SASH/Resident Services coordinator to determine the resident's Level of Care and advises the LTC Administrator, LPN's and SASH/Resident Services coordinator as to whether CSSL AL can meet the applicant's care needs.
- Develops implements and monitors an individualized plan of care (Nursing Care Plan) for each resident.
- Conducts resident reassessments and updates plan of care, annually or as needed, in consultation with the LPN's.
- Develops negotiated risk agreements with residents when needed, in conjunction with the LPN's, SASH/Resident Services coordinator, family members or guardian.
- Consults with the State Division of Licensing and Protection and makes recommendations for discharge to the LTC Administrator of CSAL regarding residents whose needs can no longer be met by the CSAL.

**2. Carries out nursing services in accordance with Vermont's Nurse Practice Act and the Vermont Assisted Living Level III regulations and requirements.**

- Provides clinical supervision to AL staff, in consultation with the LPN's regarding resident care.
- Administers resident plans of care, treatment and medications per physician orders.
- Monitors residents' physical and mental status, maintains documentation (assessments, progress notes, etc.) and reports any significant change to designated physician(s), family members and/or guardians.
- Provides on-site and on-call clinical supervision, consultation to shift supervisor, direct care staff and/or charge nurse, to ensure consistency and quality in clinical care and services.
- Supports schedule and staffing on-call, as needed during LPN vacations.
- Responsible to report or ensure that a report is made re: resident incidents, as required by State policy, including reports of suspected abuse, neglect and exploitation of residents to the State's Division of Licensing and Protection.
- Responsible for medication management, including accuracy of the MAR and Narcotics Log.
- Trains, supervises and monitors staff delegated to pass medications in accordance with the recommendations of the Vermont Nursing Act Standards of Practice.
- Monitors residents' reaction to prescribed medications consults with prescribing physician(s) and adjusts medications per physician orders.

### **3. Directs resident plans of care and service delivery.**

- Implements, monitors and supervises staff providing care in accordance with resident care plans in consultation with the LPN's.
- Consults with the SASH/Resident Services Coordinator and/or resident's case manager regarding resident status, plans of care and resident assessments including documentation required for participation in the Medicaid Waiver program.
- Coordinates with the SASH/Resident Services Coordinator and/or LPN's to engage and encourage participation of residents, family members and guardians in decision making, planning for and meeting resident needs.
- Meets on a scheduled basis with the LPN's to coordinate and ensure consistency in the clinical care of residents, clinical supervision of staff and operations of the AL Unit.
- Responds to requests for clinical consultation from direct care staff, SASH/Resident Services, case managers, etc.
- Consults with physicians, UVMHHH, Bayada, physical therapists and other medical providers on an as needed basis to ensure the well being of AL residents.

### **4. Provides training and support to assisted living staff.**

- Consults with the LPN's and LTC Administrator of CSAL to identify staff training needs and participates in the development and provision of same, in support of quality resident care.
- Trains and supervises all licensed and non-licensed staff designated to pass medications, including routine reassessments to ensure clinical standards are met.
- Provides annual staff performance appraisals in coordination with LPN's and LTC Administrator. Provides periodic feedback to staff on their job performance re: resident care and services.

### **5. Provides leadership in the areas of clinical supervision and direct patient care.**

- Provides guidance and direction to staff to ensure standards of clinical practice that support excellence in care are met.

- Coordinates with the LPN's and LTC Administrator of CSAL to ensure care and services provided by the CSAL support the philosophy of aging in place.
- Assisting the LPN's in orientation and training of staff to ensure a high standard of clinical care and practice.
- Participating as a team member in problem resolution, providing leadership for clinical and care giving issues.
- Identifies safety hazards that may affect resident well being, participates in and develops corrective action strategies and implements same to ensure a healthy and safe environment for AL residents.

### III. **CSC Standards of Conduct:**

- Demonstrates a commitment to the mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Follows HIPPA guidelines regarding maintaining client confidentiality.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, completes time card accurately in Evoclock, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.
- CSC's mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

### IV. **Minimum Qualifications:**

The RN must be currently licensed as a Registered Nurse in the State of Vermont. Must possess at least two years of experience in a clinical setting, preferably within an assisted living, residential care or similar setting committed to an aging in place philosophy. They must have demonstrated leadership skills and the ability to exercise sound judgment. He/she must have knowledge of standard record keeping procedures (i.e. progress notes, nursing notes, documentation of incidents, HIPPA guidelines). Must possess strong organizational and time management skills and excellent verbal and written communication skills.

### V. **Working Conditions and Physical Demands:**

- Work environment requires a resident centered approach to care.
- Employee will be exposed to body fluids, infection, odors, chemicals and cleaning
- Employee will be required to care for some residents who may have difficult behavioral challenges and/or demanding family members and/or guardians.

- Employee must be able to provide physical assists for residents needing help with transfers, repositioning and ambulation.
- Employee works within a high stress setting that is often fast paced and high demand.

**Note: Non-Essential Duties are noted with an asterisk.**