



Director of Nursing

JOB DESCRIPTION

Summary

Performs professional nursing services for participants to ensure that the Center maintains quality of care based on established nursing standards; supports and assists in the implementation of facility policy in regards to quality care and therapeutic goals; verifies the presence, quality and accuracy of health and other required documentation as defined by facility policy and government regulations; provides leadership planning, coordinating and the continual monitoring and evaluating of care given to clients; respects, preserves and protects the dignity and uniqueness of each participant by understanding and ensuring their rights.

Manages the Center's nursing team, including other RN's, LPN's, C.N.A's, and P.C.A's. Oversees daily staff scheduling and ensures that staffing requirements and training are met in accordance with established regulations from our licensing body, Virginia Department of Social Services (VDSS) and Department of Medical Assistance Services (DMAS)

Administrative supervision is received from the CEO who consults with and is kept informed of work progress, needs and problems related to the delivery of quality participant care.

Essential Functions

1. General participant health:
 - Performs initial assessment of health history.
 - Coordinates health-related admission activities such as required screenings, medication inventories, precautions and need for monitoring.
 - Assesses and monitors the general health status and needs of each participant as needed.
 - i. Sets up systems, determines frequency and monitors or supervises monitoring of blood pressures, weight, blood glucose, skin, hydration, temperature, pulse, respiration.
 - ii. Monitors all participants for signs of abuse, neglect or exploitation; follows agency procedures for documentation and reporting.

- iii. Uses professional judgment to report significant changes to physician, family or other provider as necessary.
2. Maintains current health information in the Electronic Medical Record (EMR) system including diagnoses, allergies, diet, medication inventory and special needs.
3. Interdisciplinary team:
 - Participates in development of interdisciplinary care plan, ensuring that nursing issues, goals and approaches are included.
 - Contributes nursing perspective to interdisciplinary goals and precautions.
 - Works and communicates effectively as a member of the team.
 - Attends all required staff meetings and contributes to discussion and decision making.
 - Review all Medicaid cases and perform LOC Reviews
 - Oversee other nursing staff.
 - Participates in the organization's Leadership Team.
 - Keeps other staff informed about participant health issues which affect Center participation and safety.
 - Monitors health status of staff to the extent that it affects participants or safe performance of work.
4. Nutrition:
 - Provides oversight to monitor the nutritional status and needs of each participant; verifies and approves diets for each participant.
 - Documents and reports to physician and/or family any problems with diet compliance, appetite, teeth/dentures, swallowing.
 - Provides guidance to families on dietary issues within parameters of traditional nursing practice.
 - Identifies need for dietary supplements and supervises their use.
 - Provides general nutrition education to individuals and groups.
5. Medications:
 - Obtains written physician orders for all medications/changes and treatments.
 - Administers or supervises the administration of all medication according to licensing standards and Center policy and procedure; reviews all medications and schedules on admission and continuously while in care; sets up administration schedules in coordination with family; ensures that medications are on hand and refills requested from the family in a timely manner; ensures that medications are stored safely; administers medication or verifies administration through careful monitoring of documentation; enforces Center policy on legal packaging and labeling of medications; confirms current medications with physician.
 - Observes all participants for medication side effects or adverse reactions; notifies physician and family of problems.
 - Informs all professional staff via problem in care plan of any precautions related to medications.

- Confirms any unfamiliar medications using most up to date reputable reference tool.
 - Ensures that all dated medication inventories and administration forms become part of participant's permanent record.
 - Returns all unused medication to family or destroys within one week of discharge.
6. Treatments/procedures:
- Provides oversight for all treatments/procedures.
 - Carries out or supervises administration of prescribed treatments and procedures.
 - Notifies physician and family of needs and changes.
7. Supervision and Oversight
- Responsible for hiring and training of direct care staff (nurses, LPN's, C.N.A, P.C.A)
 - Maintains daily oversight and scheduling of direct care staff
 - Coordinates nursing student placement with universities as needed and provides clinical teaching and supervision to nursing students.
8. Emergency services:
- Provides preventive and emergency services appropriate to the goals and limitations of the Center.
 - Utilizes CPR and first aid skills to deal with emergencies.
 - Maintains first aid kits for use according to licensing standards.
 - Coordinates staff response to medical emergencies at the Center.
 - Documents or contributes to documentation of all medical emergencies.
 - Provider Emergency Sheet including medical history, medication inventory and identifying information to rescue squad personnel as needed.
 - Identifies need for additional or updated emergency procedures and contributes to development.
 - Contributes to identifying safety risks in Center environment.
 - Advises staff on health risks of specific activities for specific participants.
 - Trains all staff on first aid for choking
9. Contact with physicians:
- Maintains effective communication with physicians and other health care providers.
 - Maintains telephone contact with physician or their staff as needed.
 - Presents the overall goals, services and abilities of the Center to physicians/staff in a professional manner.
10. Rehabilitative Therapy Support:
- Work collaboratively with Powerback, our onsite rehabilitative therapy partner.

- Provides support to Powerback staff in the assessing the need for therapy for participants enrolled in Circle Center, obtaining orders as necessary and following up with family caregiver on care provided.

11. Miscellaneous:

- Maintains nursing policy, procedure and reference manual.
- Performs generic caregiving activities to meet participant needs and ensure safety.
- Assists participants with personal care needs and other activities as needed.
- Attends required annual training to comply with licensing requirements.
- Keeps informed on research and best practices relevant to nursing, adult day and overall aging.

Position Type and Expected Hours of Work

This is a full-time salary-exempt position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4 p.m. Work hours scheduled based on the needs of the Center.

Required Education and Experience

1. Completion of Registered Nurse program
2. Approved by the Virginia Board of Nursing
3. Current licensed to practice as a registered Nurse in Virginia
4. Experience to include the application of basic nursing.
5. Supervisory experience

Preferred Education and Experience

1. Bachelor's degree.
2. Five or more years of related experience.
3. Experience with Medicaid.
4. Knowledge of trauma informed approaches and practices.

Please submit cover letter and resume to Heather Turbyne-Pollard at hpollard@circlecentervva.org