



POSITION DESCRIPTION

Long Term Care/Sub-Acute Nurse

POSITION SUMMARY:

The long term care/sub-acute nurse is responsible and accountable for prescribing, delegating and coordinating the skilled nursing care of patients receiving care in a long term care or sub-acute unit/facility.

POSITION DESCRIPTION – Long Term Care/Sub-Acute Nurse
STANDARD
Environment of Care: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 1. Safety - Department specific and facility wide safety risks 2. Security – Processes for minimizing security risks 3. Haz Mat/Waste - Procedures for spills/MSDS 4. Emergency Preparedness – Role in emergency codes 5. Fire Safety – Role/response in Code Red actual/drill 6. Med Equipment – Safe operation of equipment (see specific list) user error education 7. Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 8. Department specific policies and procedures 9. Facility-wide policies and procedures 10. Location/use of personal protective equipment 11. CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:
<ol style="list-style-type: none"> 12. Facility-wide approach to Performance Improvement 13. How department is involved in facility-wide PI program
Patient Rights: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 14. Patient Rights and Responsibilities 15. Confidentiality Policy – HIPAA 16. Ethical Issue Resolution 17. Organizational Ethics Policy 18. Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:
<ol style="list-style-type: none"> 19. Occurrence Reporting 20. Identify and report a sentinel event 21. Sexual Abuse/Allegation Reporting 22. Root Cause Analysis/FEMA
Certifications
23. BLS card Exp date:
24. Other Certification Exp date:
Patient Safety
<ol style="list-style-type: none"> 25. Non-punitive medical/healthcare reporting 26. National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient's name and birth date 27. Fall prevention measures 28. Restraint alternatives 29. Restraint/seclusion patient checks

STANDARD

30. Inpatient Suicide risk factors

31. Medication safety

- Look alike, sound alike medications
- Dangerous abbreviations list
- Double check system for Heparin and Insulin
- Safe storage and use of narcotics
- Check system for infusion pump drug, rate and concentration

32. Verbal order/critical test results repeated and verified

33. Bed rail safety/risks of entrapment

34. Sentinel events alert

- Preventing needle sticks and sharps injuries
- Nosocomial infections
- High alert medications
- Infant abduction prevention and response
- Potassium chloride
- Blood transfusion errors
- Medication errors related to dangerous abbreviations

Department Core Competencies

35. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care

36. Documents in an accurate, timely manner

37. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs

38. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care

39. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit

40. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout and concluding with discharge planning needs.

41. Demonstrates responsibility/accountability for completion of assignments in a timely manner

42. Identifies cultural and religious needs, language barriers, physical and psychological limitations.

43. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.

44. Implements plan of care in a safe, accurate and appropriate manner

45. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care

46. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit

47. Ability to assign/delegate patient care appropriately based on staff competency and patient acuity/needs

48. Provides direct supervision and assist in evaluation of staff performance

49. IV Therapy

50. Phlebotomy

51. Appropriate response to emergency situation

52. Post op care of patient

53. Aseptic technique

54. Staple/suture removal

55. Chest tube care

56. Tracheotomy care

57. Pronouncement of patient

58. Wound care and skin care protocols

59. Ostomy care

Age Specific Competencies**Knowledge**

60. Demonstrate knowledge of growth and development

61. Criteria to identify victims of abuse and neglect

Skills

62. Performs age specific nursing assessments and develops interdisciplinary plan of care

63. Provides age appropriate nursing care

64. Assists in age specific medical data collection for nursing assessments

65. Plans care with frequent breaks for elderly patients

66. Implements appropriate skin care protocols to maintain skin integrity

67. Performs age specific treatments utilizing proper equipment

STANDARD

68. Assesses age specific safety issues

69. Demonstrate age appropriate communication skills

70. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

Service Standards

71. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

72. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

73. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

74. Gives all customers their full attention and treats them with dignity, respect and understanding.

75. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

76. Safeguards patient confidentiality in all forms of communication.

77. Works effectively with others toward achieving common goals including morale and teamwork.

78. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

79. Oxygen wall regulators and setup of portable oxygen

80 Patient call system

81. Electronic thermometer

82. CPM

83. TPN administration

84. NG tube / suctioning

85. Foley catheters

86. Geri chair

87. Specialty beds

88. Computer and printer

89. Safety bed alarm system

90. Drains (Hemovac, JP)

91. IV pump

92. PCA

93. Gait belt

94. Dinamap

95. Crash cart

96. Defibrillator

97. Enteral feeding pump

98. Anti embolic stockings

99. Insulin pump

100. Lifting equipment

101. Copier/fax

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Long Term Care/Sub-acute Nurse

Department: Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN/LPN
- 4 year/Bachelor’s Degree
- Post Graduate Degree
- License/Certification – current RN/LPN license in state of practice
- Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year long term care or Sub-acute experience

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date