

Ability Connection Texas (ACT) Job Description

Job Title: Staff Registered Nurse (RN)
Department: Nurses
Reports To: Director of Nursing

SUMMARY:

The Staff RN is responsible to the nursing needs of the HCS and ICF programs. The Staff RN will work closely with the agency's other nursing staff with the focus on the health and safety of all consumers. The Staff RN will be evaluated on their Professional Behaviors during each evaluation period. The Staff RN reports directly to the DON.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. The RN will audit charts on an ongoing basis to ensure current doctors orders are being carried out, current laboratory work is being done (where applicable) and nurses notes (where applicable) are being completed.
2. The RN will work closely with the other agency RNs in performing annual nursing assessments on all HCS and ICF consumers.
3. The RN will practice universal precautions while working with consumers and ensure all other nurses and staff practice universal precautions.
4. The RN will ensure that medication goals are in place, where applicable, for consumers who are able to self medicate.
5. The RN will comply with the HCS Consumer Principles for Evidentiary Certification.
6. The RN will work closely with all the agency nursing staff to ensure that a 72-hour supply of medication is available at all times in the HCS/ICF Group Homes.
7. The RN will be on call 24 hours a day alternating weeks with the other agency RNs to ensure consumer safety. All calls should be returned within 30 minutes and 911 calls should be returned immediately.
8. The RN will supervise the agency LVNs who work with consumers in the field.
9. The RN will maintain current certification to teach CPR and First Aid to agency staff.
10. The RN will report to the ICF Director at least 1x per week to update on all medical occurrences with the ICF Program. All ICF emergency situations will be reported to the ICF Director and the DON immediately.
11. The RN will report to the DON at least 1x per week to update on **all** medical occurrences **within the agency**. **All** emergency situations will be reported to the DON immediately.
12. Attends a minimum of 12 hours of in-service training relative to this job per year. They will earn 20 CEUs in a two-year period to maintain current RN licensure. A copy of the CEUs will be maintained in the personnel file. Participate in scheduled department and All Staff meetings.
13. Demonstrates knowledge and use of all learned information during the training videos during orientation (Confidentiality, Abuse and Neglect, Universal Precautions, Safety and Accident Prevention, and Infection Control).

SUPERVISORY RESPONSIBILITIES: LVNs and Direct Care Staff

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must not possess a criminal record.

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EDUCATION and/or EXPERIENCE: Must be currently licensed by the Texas State Board of Nursing. Minimum one year of experience in home health; one year of experience working with people with disabilities. Must have working knowledge of accepted home health nursing procedures for individuals with disabilities. Instructor certification in CPR and First Aid is required. Must be familiar with HCS and ICF regulations. Must have team building skills in order to effectively work with others to provide quality services. Must exhibit good relationship building skills with consumers and their families. Nursing liability insurance preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as medical reports and standards. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual a plus.

MATHEMATICAL SKILLS: Ability to perform basic math skills as they relate to the job.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Current TX RN license; TX driver's license; auto liability insurance; dependable transportation; and recent TB test required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have good health in order to maintain an acceptable attendance record as established by the agency. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; and use hands to finger, handle, or feel. The employee must frequently lift consumers to transport in and out of their wheelchair, bed, bath, etc. occasionally lift equipment such as wheelchairs, etc. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed this job description and understand it:

Employee _____ Date _____

Human Resources _____ Date _____