

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Registered Nurse (RN)
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Registered Nurse Supervisor
FLSA STATUS: Non-exempt/Hourly
APPROVED: **August 2018**

JOB SUMMARY:

Under the supervision of the Registered Nurse Supervisor, the Registered Nurse (RN) is responsible for providing direct and indirect nursing care to assigned Redwood Coast PACE participants. Works in close coordination with the Redwood Coast PACE Primary Care Providers to manage ongoing care and complex clinical situations in the Day Center and Clinic as appropriate.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Conducts initial participant assessment and reassessments to identify overt problems/needs and sets nursing priorities. Records participant assessments, reassessments, and care delivered in the medical record.
2. Conducts and provides comprehensive nursing assessments for potential enrollees and ensures Nursing Level of Care documentation is completed for submission to the California Department of Health Care Services (DHCS).
3. Provides treatment and or interventions which address problems requiring immediate referral and/or follow-up; interprets and records latest diagnostic results.
4. In coordination with the Interdisciplinary Team, develops a Plan of Care based on a nursing process that incorporates immediate and continuing care needs, including the participant and family perspective to reflect goals for the participant in the Day Center.
5. Provides care that conforms to accepted nursing practice standards and age-related characteristics and needs of participants. Functions within nursing scope of practice.
6. Provides direct care including, but is not limited to, wound care, IV therapy, blood sugar checks, IM injections, vital sign checks, and/or follow-up on an episodic problem previously identified by Primary Care Providers. Performs nursing treatments and interventions in the Clinic, as appropriate.

7. Actively participates in daily morning and Interdisciplinary Team meetings providing updates on changes in the condition of participants and regarding movement between home, supportive housing, nursing home, hospital, and other residential settings.
8. Ensures the information regarding participant health problems, daily schedules, planned tests, appointments, and Medical Specialist appointments, are communicated to the Interdisciplinary Team to ensure coordination.
9. Consults with and educates participants, family members, and/or caregivers regarding the disease process, self-care techniques, prevention strategies, and medical interventions.
10. Provides the appropriate Primary Care Provider with a summary of health findings and any changes in a participant's health condition.
11. Ensures that all tests, lab work, and diagnostic studies ordered by the Primary Care Provider have been executed.
12. Coordinates all medication management for Redwood Coast PACE participants with Clinic team members. This may include communication regarding the stocking of non-prescription medications, the ordering of prescription medications, the administering of medication in the Day Center, and the monitoring of participant compliance. Arranges for delivery of needed medications and supplies to the participant's home.
13. Actively monitors participants in the Day Center during mealtime to assess whether participants have adequate food intake. Coordinates with the Registered Dietitian to remedy any problems and provide nutritional counseling.
14. Collaborates with Primary Care Providers to ensure that protocols are in place and standing orders are carried out (e.g., bowel care, foot care, skin care, urinary tract infection, vital signs and weight, and wound care). Provides self-care education and training to participants, family members, and caregivers as needed to ensure continuity of care.
15. Delegates tasks for the personal care needs of participants to Day Center team members. Provides leadership and/or oversight to CarePartners in the execution of Plans of Care. Provides education, training and competency validation for tasks, skills, and/or interventions assigned to CarePartners. Communicates priorities for care delivery.
16. Ensures adherence to policies and procedures regarding the use of restraints, including general safety and wandering (in the Day Center).
 - a. Conducts appropriate assessment(s) and documentation in the medical record that participant restraint alternatives have been attempted and obtains a Primary Care Provider order for restraints.
 - b. Obtains family consent or refusal for restraint use.
 - c. Monitors and documents when participants have specific medical symptoms that cannot be addressed by other, less restrictive interventions. Notes when a restraint is required to treat the medical symptom, protect the participant's safety, and help the participant achieve his/her highest level of physical or psychological well-being.

17. Supports the Infection Control function in coordination with the Quality Assurance Coordinator, Medical Director, and Nurse Practitioner.
18. Actively participates in Quality Assessment and Performance Improvement (QAPI) for processes, structures, policies, workflow, and procedures which directly affect the care of participants. Takes immediate action to correct, report, and follow-up on participant health and safety issues and concerns.
19. Works collaboratively with the Interdisciplinary Team and co-workers to ensure the meeting or exceeding of Redwood Coast PACE quality assessment and performance improvement targets.
20. Continually seeks better ways for delivering services and communicating with participants.
21. Complies with safety policies and procedures. Identifies and immediately reports any potential or actual unsafe acts or conditions to the Center Manager. Takes necessary measures to ensure a safe environment for oneself, co-workers, contractors, participants, visitors, and others.
22. Identifies emergency situations and takes appropriate action.
23. Understands and demonstrates respect for participant rights and refers ethical issues to the Redwood Coast PACE Ethics Committee.
24. Demonstrates respect for and promotes participant rights including dignity, self-determination, access to care, confidentiality, and independence.
25. Coordinates with the Home Care Coordinator and Home Care Manager to support participant care at home.
26. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
27. Consistently meets or exceeds Redwood Coast PACE service targets.
28. Understands the importance of community involvement and participates as appropriate in activities that link Redwood Coast PACE to the community.
29. Effectively collaborates with employees, co-workers, and contractors to meet Redwood Coast PACE goals and further success.
30. Complies with all policies and procedures of Redwood Coast PACE.
31. Demonstrates proficiency in delivering age-specific care.
32. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.

EDUCATION &/or EXPERIENCE:

1. Must be a graduate of an accredited school of professional nursing.
2. Three (3) years of nursing experience with at least one (1) year working with a frail or elderly population, preferably with a background in public health nursing.

LICENSES OR CERTIFICATES:

1. Must be a current Registered Nurse licensed by the California Board of Registered Nursing, in good standing.
2. Current CPR and First Aide certification.
3. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, and insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

JOB SKILLS:

1. **Skills/Aptitudes:** Nursing knowledge and skills necessary to treat participants and manage complex clinical situations. Ability to provide care for the frail and elderly. Ability to work independently and within an Interdisciplinary Team. Good organizational and supervisory skills. Ability to handle complex interpersonal and clinical situations.
2. **Interaction with others:** Excellent interpersonal interactions that result in team building.
3. **Time/Deadline/Shift/Overtime requirements:** Exhibits the ability to complete duties within an agreed upon time frame and to adjust personal schedule if required.
4. **Flexibility requirements:** Adapts appropriately to change of priorities and workload.
5. **Communication skills required:** Demonstrates sound verbal and written communication skills to convey information effectively.
6. **Emotional stability requirements:** Maintains a positive attitude and balance in relationships with others in complex interpersonal situations.
7. **Attention to detail requirements:** Incorporates an understanding of detailed requirements in work activities. Ability to collect and analyze program data.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other worksites or participant homes.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				x		Reach over shoulder			x		
11-20 lbs.				x		Reach over head			x		
21-50 lbs.			x			Reach outward			x		
51-100 lbs.		x				Climb	x				
Over 100 lbs.		x				Crawl	x				
						Kneel		x			
Pushing/Pulling						Squat					
Under 10 lbs.				x		Sit				x	
11-20 lbs.				x		Walk-Normal Surfaces				x	
21-50 lbs.			x			Walk-Uneven Surfaces	x				
51-100 lbs.		x				Walk-Slippery Surfaces	x				
Over 100 lbs.		x				Stand				x	
Other						Driving					
Keyboard/Ten Key				x		Automatic Trans	x				
Fingering (Fine dexterity)				x		Standard Trans	x				
Handling (grasping, holding)				x							
Repetitive Motion-Hands			x								
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not to be considered as an exhaustive list of all job tasks performed. Redwood Coast PACE reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date