



JOB POSTING

Posting Open: 8/1/2017

Closed: 8/11/2017

Department: Hope Creek Care Center

Job Classification: Clinical RN Unit Manager

JOB CLASSIFICATIONS:

See Attachment

Hours: First Shift

FLSA status: Exempt

**Please submit resume, completed application to:
Hope Creek Care Center
4343 Kennedy Drive
East Moline, IL 61244**



JOB DESCRIPTION

Date Prepared: December 4, 2015

POSITION TITLE: Clinical Unit RN Manager
FLSA STATUS: Exempt
DEPARTMENT: Nursing
LOCATION: HOPE CREEK CARE CENTER
REPORTS TO: Director of Nursing
SUPERVISES/MANAGES: Licensed nursing staff, nursing assistants, clinical program staff

POSITION SUMMARY: The primary purpose of the Unit RN Manager is to supervise day-to-day clinical work and ongoing professional administrative activities of the assigned units. The Unit RN Manager is responsible for 24/7 oversight of the coordination, planning, implementation, and evaluation of all clinical nursing and program services provided to the residents who reside in the assigned units.

DUTIES AND RESPONSIBILITIES:

Management and Supervision

- Actively participates in the development of clinical and nursing policies and procedures to ensure care delivery in compliance with regulatory and professional standards of practice.
- Actively participates in facility quality assurance and process improvement processes and activities that include incident and accident prevention, infection control, clinical care management, etc.
- Actively involved in participation and/or leadership of committees and care teams as assigned.
- Actively participates in regulatory inspections and quality monitoring processes.
- Participates in one-call and weekend clinical on-site supervision as assigned.

The statements contained herein reflect the principal function and most significant duties of the job, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Clinical Care Functions

- Directs and oversees staff to ensure compliance with established systems, policies, and processes.
- Supervises and monitors clinical care systems, including medication and treatment administration, infection control practices, chemical and physical restraints use, management of skin care, etc., in accordance with established standards of practice.
- Supervises and/or performs resident direct care activities as needed.
- Ensures coordination of care between physicians, therapists, residents, family, and all care team members to ensure orders and interventions are effectively implemented and documented in accordance with established standards of practice.
- Directs and supervises monitoring, assessment, and implementation of interventions of residents with changes in condition.

Clinical Assessment, Care Plans, and Documentation Function

- Reviews new resident admissions, transfers, and discharges for appropriate assessments and documentation.
- Collaborates with MDS coordinator to ensure completion of the assessments and care plans in accordance with RAI standards of practice.
- Responsible for training, implementation, and monitoring of clinical record documentation to ensure compliance with established standards on unit assigned.
- Effectively communicates with MDS coordinator, DON, and ADON on resident care issues, including change of conditions, infection prevention and management, mobility programs, pain, etc.

Personnel Functions

- Supervises staff on unit(s) to ensure compliance with established policies and practices.
- Provides direct input to DON related to personnel issues and concerns, hiring, firing, and discipline of staff. Assists with writing and presenting disciplinary actions as deemed necessary.
- Works with DON to complete employee evaluations in a timely manner.
- Coordinates staff meetings on all assigned units.
- Assists DON in identification of and completion of ongoing educational and training needs.

Environment, Safety, and Sanitation

- Monitors staff to ensure proper safety techniques and infection control procedures.
- Ensures environment on the unit is clean, safe, clutter-free, and home like.
- Supervises and oversees meal service to ensure pleasant dining experiences.
- May be assigned other duties as needed by the DON, ADON or Executive Director.

Work Hours

- Variable to meet the oversight and management of residents and staff on all three shifts. As part of the clinical management team, participates in clinical calls and weekend on-site clinical management rotations.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Required Knowledge, Skills, and Abilities

- Current knowledge and understanding of federal and state regulations as related to the operations of skilled nursing facilities.
- Current and comprehensive knowledge of clinical standards and practices related to care and programming for residents with complex physical, and psychosocial care needs.
- Ability to effectively read, write, speak, and understand the English language.
- Ability to maintain effective working relationships and interactions with facility staff, residents, and families.
- Ability to analyze complex problems and effectively develop and implement plans to address.
- Ability to use electronic clinical and management programs effectively.

Education/Certification

- Licensed registered nurse in good standing in the state of Illinois.

Experience

- A minimum of 2 years of experience as an RN.
- Previous experience in health care supervision and/or management desired.
- Experience working in a skilled nursing and/or rehabilitation facility.

Physical Requirements

- Must submit to a pre-employment physical, abuse registry review, and criminal background check.
- Ability to endure prolonged walking, sitting, and standing.
- Ability to adapt to changes in daily work hours and schedule.
- Requires pushing, pulling, and lifting up to 25 pounds regularly, and up to 50 pounds on occasion.
- Potential for exposure to chemicals and bodily fluids.

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**Clinical Unit RN Manager
 JOB DESCRIPTION ACKNOWLEDGEMENT**

I, _____, acknowledge that I have received and reviewed the job description for Clinical Unit RN Manager. I also have had the opportunity to review this description with a representative of Hope Creek Care Center. I understand the nature of the job, its primary duties and responsibilities, and its mental and physical requirements. I can perform these primary duties and responsibilities under the conditions stated in this document. If I am unable to perform any of these physical requirements now or at any time during my employment, I will notify Human Resources. I understand that Hope Creek Care Center will make reasonable accommodations for physical and mental disabilities as required by law.

I understand that this job description does not alter in any way the employment-at-will nature of the employment relationship, nor does it constitute a contract of employment between the job incumbent and the organization. If I am an applicant for employment, I understand that the above does not constitute an offer of employment.

 Employee Signature

 Date:

 Director of Nursing

 Date:

Verbal Review

I certify that this Job Description of Clinical RN Manager was verbally reviewed with me by on

 (print name)

Signature _____

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