

Rock Island County
Hope Creek Care Center
Job Description – Shift Supervisor Nurse

Classification: Shift Supervisor
Supervisor: Director of Nursing
Work Area: Hope Creek Care Center
Salary: See Wage Scale

Primary function: The shift supervisor is responsible for the overall administration and direction of nursing personnel for the facility under the direction of the Director of Nursing.

The supervisor assures safe, therapeutic and appropriate care is given. The supervisor is responsible for assuring that the physician is kept informed of resident status.

The supervisor must serve as a professional example and present and interpret the policies of the facility and its management philosophy in a manner which promotes goodwill with residents, families and physicians, and which encourages the professional growth and job satisfaction of all staff.

Minimum qualifications: Must be a registered nurse licensed according to the requirements of the Illinois Department of Public Health.

Personal attributes: (1) Must demonstrate professionalism and possess a genuine interest in caring for the sick and aged and be able to treat all residents with dignity and respect. (2) Must possess a willingness to learn and develop skills in the field of nursing. (3) Must be able to work as a team member and be responsive to the Director of Nursing's direction. (4) Must maintain confidentiality about residents and nursing care activities.

Attendance requirements: A full time Shift Supervisor is regularly scheduled to work 40 hours per week. Weekend shifts are required when scheduled and overtime work may be requested as needed. Employees are expected to be at work as scheduled and on time every day.

A. Administrative/Teaching professional duties:

1. Functions as staff educator both on a daily basis, and by scheduling inservices on specific nursing topics.
2. Assist in orientation of new personnel as requested by the Staff Development Coordinator.
3. Oversees ability and performance of all Charge Nurses under his/her direction. Prepares and reviews all evaluations with Charge Nurses and makes recommendations for improvement.
4. Oversees Employee Health program procedures evaluating employee complaint/incident reports and assuring all reports are completed and forwarded to the proper authority.
5. Initiates coordination of nursing care with other disciplines. Serves as a resident advocate and liaison to these disciplines.

6. Responsible for maintaining current knowledge of state and federal guidelines as they apply to the facilities' policies and procedures.
7. Assures proper staffing ratio for resident census per IDPH guidelines. Assign staff to units as needs apply on a daily basis.

B. Technical/Professional Duties

1. Receives shift report and passes on pertinent information to oncoming supervisor.
2. Makes daily unit rounds and assists charge nurses with evaluation of resident's changing condition.
3. Makes rounds with physicians documenting reason for visit and assuring that the physician is informed of resident status.
4. Communicates with the physician in a professional manner and assures his orders are promptly and appropriately carried out.
5. Assists with the coordination of resident transfer for ancillary appointments, hospitalization and death, communicating all pertinent resident information.
6. Reviews all paperwork on new and re-admitted residents and coordinates with Charge Nurse appropriate plan of care.
7. Oversees the monthly medication review process assuring accuracy in administration of medication and treatments per physician's orders and facility policy.
8. Oversees and coordinates routine and stat lab orders with Metropolitan Laboratory per physician order and facility policy.
9. Evaluates all laboratory and x-ray results ordered by the physician and notifies the physician of deviations from the norm and institutes appropriate intervention.
10. Assures proper administration and documentation of all prescribed medication and treatments, reporting improper procedures to the Director of Nursing.
11. Oversees and initials off on all resident unusual occurrence/incident reports, evaluating resident's condition and investigating all injuries of unknown cause. Reports findings to the physician, Director of Nursing and Administrator immediately if necessary.
12. Reviews monthly pharmacy drug review evaluations and assures proper follow through with recommendations.
13. Functions as a Charge Nurse when necessary and assist with other nursing department responsibilities when requested by the Director of Nursing.

C. Environmental duties

1. Monitors infection control practices and procedures to ensure that procedures are implemented when necessary. Reports findings to the Infection Control Coordinator.
2. Utilizes appropriate universal precautions to insure body substance isolation and follows infection control policy and procedures.
3. Assures that medical supplies and equipment are properly used and maintained by staff.
4. Is familiar with the facilities Disaster Preparedness Policy and implements such procedures when necessary.
5. Maintains working area in a neat and orderly manner.
6. Assures safety and health standards are consistently maintained in all areas of nursing care, including dining and lounge areas.

D. General

1. Adheres to Hope Creek Care Center policy with regard to frequency of absence and tardiness.
2. Relates in a positive, constructive manner with staff members. Follows established chain-of-command guidelines.
3. Answers phone. Screens and directs calls. Takes messages and completes absence reports accurately.
4. Maintains confidentiality with regard to resident and employee information.
5. Enhances professional growth and development by attending appropriate educational programs and in service meetings.
6. Has good grooming habits. Conforms and enforces department dress code.
7. Maintains the integrity of departmental files and records.
8. Supports the philosophy, mission and goals of Hope Creek Care Center and is supportive of administrative policies and procedures.

Physical Requirements: Must be free from communicable diseases as required by State Laws and complete a post-job offer medical examination prior to employment. Must have ability to walk, stoop, lift and transfer residents as required for a Charge Nurse.

For the safety of residents and other employees, and the requirement to function as a Charge Nurse when necessary, must be able to fulfill all the essential nursing physical requirements for a Charge Nurse (CN).

PHYSICAL REQUIREMENTS FOR A SHIFT SUPERVISOR AS REQUIRED FOR A CHARGE NURSE.

1. This job requires sitting for intermittent charting approximately 2 ½ hours throughout the shift and occasional pushing/pulling of charts racks for a distance of 10 feet with force requirements of 15 to 20 pounds. Rare pushing and pulling of suction units, oxygen concentrators and IV poles on four-wheeled mobile units with minimal force may be required.
2. This job requires frequent lifting in transferring residents to and from wheelchairs, beds, hoier lifts, stretchers, etc. CNs are responsible for residents requiring several transfers per shift depending upon toileting and repositioning demands. For example, residents in bed are turned and repositioned every two hours. Lifting weights will vary based on the resident and the method of lifting being used. Hoier lifts may on rare occasions require push/pulling of distance of 10 feet or less with 20 to 30 lbs. of force. The ability to lift residents up to 66% of the shift is a requirement of this job.
3. This job requires that CNs carry food trays weighing 5 to 10 pounds depending on the quantity of food, for a distance of 10 to 30 feet, with repetitions = 4 or 5 in a row depending on number of staff assisting, prepping the food (opening, stirring, etc.) feeding residents requiring assistance, retrieving food trays, documenting appetite response charts, cleaning residents as needed and returning them to their rooms. This task requires the ability to read dietary instructions, document food charts, communicate with residents and ability to give support in encouraging good eating habits.
4. This job requires that CNs lift and carry 6 x 12 inch treatment baskets weighing less than 5 lbs. from staff room to residents' rooms. They will replace empty medicine trays with full trays which requires lifting medicine trays weighing less than 5 lbs. with repetition requirements of 8 to 16 trays per medicine cart. Medication carts must frequently be pushed from room to room with force of 10 to 20 lbs of pressure.
5. CNs will occasionally assist CNAs in giving residents daily partial baths and a weekly shower. The amount of assistance varies depending upon the degree of mobility of the individual resident. Residents may require lifting from bed to wheelchair to shower etc. Weight lifting requirements are unpredictable and vary depending upon the weight and mobility of the resident. Residents are dried, wrapped in blankets or robes and pushed back or lead back to rooms. Wheelchairs and Geri chairs require push force of 20 to 30 lbs depending upon the condition of the chair and the weight of the resident.

6. May occasionally assist residents in toileting needs. This may require transferring a resident from bed to wheelchair to toilet or commode. The CN may empty and clean commodes on rare occasions. Sometimes commodes must be moved to residents' rooms. The commodes weigh up to 14 lbs. Weight lifting requirements are unpredictable depending upon the attitude, mobility and weight of the resident and the method of transfer being used.
7. The ability to crouch when turning bed cranks and forward reaching to occasionally replace linens is required.
8. Wet mopping is usually done by CNAs, however a CN may be required on rare occasions to perform this task. Wet mops weigh 5 lbs and mop buckets half full of water weigh 20 lbs. Occasionally buckets must be lifted up to 30 inch high sinks to be filled and emptied.
9. This job may require a CN to occasionally reposition residents in restraints and may on occasion have to assist on another floor in the absence of other employees.

Summary of the physical requirements of a CN position:

This job requires:

1. **LIFTING:** Frequent (up to 66% of shift). Transfers include bed to wheelchair, wheelchair to bed, wheelchair to shower chair, stretcher/cart to bed, hoist lift. A resident may require transfer 5 to 6 times per shift. This will vary depending on toileting and repositioning demands. Residents in bed are turned and repositioned every two hours. Weight lifting requirements will vary depending upon the size/weight of resident, unpredictability because of behavior of resident, and the method of transfer being used, i.e. 1:1, 2:1 or 3:1 etc and the use of hoists.
2. **CARRYING/LIFTING:** Treatment baskets: Weight less than 5 lbs. Food trays: 5 to 10 lbs with repetitions of 4 or 5 in a row depending upon staffing. Commodes: up to 14 lbs for distances up to 100 feet. Wet mopping: Wet mop 5 lbs. Bucket ½ full of water 20 lbs. lifting 30 inches to empty.
3. **PUSHING/PULLING:** All requirements vary depending upon mobility and weight of resident.
 - Wheelchairs/Geri chairs: Occasional, distances vary up to 100 to 200 feet; force = 20 to 30 lbs of pressure.
 - Shower chairs: 20 to 30 lbs required force; distance up to 20 feet.
 - Hoist lift: rare, distance = 10 feet or less, force requirements = 20 to 30 lbs depending on size of individual being lifted.
 - Medicine cart: Frequent push/pull/ distance = 100 feet (less when being pushed from room to room), force requirements = 10 to 20 lbs of pressure, average 8 to 12 lbs.
 - Linen cart: 7 to 15 lbs of force required; distance up to 100 feet.
 - Rare pushing/pulling of suction unit, oxygen concentrator, and IV poles: Minimum force required.
 - Chart racks: 15 to 20 lbs force with distances of up to 10 feet.
4. **STANDING:** Continuous 66% or more of a shift.

5. **SITTING:** Occasional (less than 33% of shift) intermittent 5 to 10 minutes for documentation, feeding residents and personal hygiene on residents. 2 ½ hours per day documentation/feeding residents/personal hygiene, etc.
6. **REACHING:** All levels; occasionally reaching to 6 feet to retrieve treatment supplies/linens.
7. **SQUATTING:** Optional
8. **STOOPING/FORWARD BENDING:** Occasional/frequent, repetitions will vary depending upon activity performed (feeding residents, dispensing medications, and giving treatments).
9. **WRITING:** Frequent writing for short duration (10 to 30 minutes) when documenting in residents' charts.
10. **TWISTING:** Occasional for short duration. Activities include resident transfers and giving treatments.
11. **HANDLING:** Frequent. Items handled include opening individual medicine packets, charts, food trays and treatment baskets.
12. **STAIR CLIMBING:** Occasional/rare = only required if walking to another floor. An elevator is available except for emergency situations.
13. **WALKING:** Frequent, back and forth walking to and from residents' room and nurses station.
14. **HEARING:** Is required to monitor residents' needs and receiving instructions from other employees. Needs include residents' call lights and phone.
15. **VISION:** Far-near-mid range vision required in reading charts and visual accommodation for medication verification and treatments given. Occasionally they may need to read syringes. Color discrimination required for different colored dots on the beds to distinguish how many individuals are needed for the transfers.
16. **TALKING/COMMUNICATION:** Frequent in daily exchanges with other employees and residents.

Signature _____ Date: _____