

LICENSED PRACTICAL NURSE SUPERVISOR JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To supervise the day-to-day nursing activities of the facility in accordance with current federal, state and local standards governing the facility, and as may be directed by the Director of Nursing Services or Assistant Director of Nursing Services, to ensure that the highest degree of quality care is maintained at all times.

Qualifications:

- * Must be a Licensed Practical Nurse in good standing and currently licensed by the State of Alabama or in training to satisfactorily complete the requirements to become a Licensed Practical Nurse
- * Must be at least 18 years of age
- * Completion of secondary education or otherwise show ability to read and write in a legible and understandable manner
- * Must speak and understand English
- * Previous supervisory experience or completion of appropriate training program
- * Positive attitude toward the elderly

Essential Job Functions:

A. Administrative Functions

Duties:

Direct the day-to-day functions of nursing activities; participate in developing, maintaining and updating written nursing policies, procedures, manuals, objectives and philosophies; complete and maintain medical forms, reports, evaluations, studies, charts, etc.; admit, transfer and discharge residents as required; ensure that nursing services personnel are giving proper resident care and performing their duties in accordance with written

policies, procedures and manuals; participate in implementing and maintaining a quality assurance program; periodically review and participate in updating resident discharge plans; participate in surveys and inspections by government agencies; interpret the department's policies and procedures to personnel, residents, families, visitors and government agencies as necessary; make reports and recommendations to the Director of Nursing Services concerning operations of the department; and, implement recommendations received from administration, other departments and/or committees as directed.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with residents, families and personnel and ability to remain calm under stress.

B. Nursing Care Functions

Duties:

Inform personnel of new admissions, ensure that rooms are ready, greet new admissions and escort to rooms; admit, transfer and discharge residents as necessary; provide written and oral reports to the Director of Nursing concerning status of residents, problem areas, etc.; assist in developing and implementing corrective actions as necessary; monitor and check foods brought into the facility by families and visitors to ensure that it is within the resident's dietary allowances; make periodic reviews of nurses' notes and charts and visit daily with residents to observe and evaluate their physical and emotional status; monitor treatment to ensure residents are receiving proper care; ensure proper use of restraints when necessary, in accordance with facility policies and procedures; ensure cleanliness and safety of all nursing service treatment areas; make rounds with physicians as necessary and ensure proper recordkeeping; consult with physicians in providing care, treatment, diagnostic and therapeutic services, and notify physicians of resident accidents, incidents and changes in condition; meet with residents and families and report problem areas; administer professional services and provide direct nursing care as necessary; assist in arranging transportation for discharged residents; and, inform family members of the death of a resident and call funeral homes when requested.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, pushing and pulling, fine hand coordination, ability to communicate with residents, personnel and consultants, ability to distinguish smells, tastes and temperatures, ability to hear and respond to

pages, ability to read and write in English and ability to remain calm under stress.

C. Drug Administration Functions

Duties:

Prepare and administer medications as ordered by the physician; review medication cards for completeness, accuracy and adherence, and notify physicians of stop orders prior to the last dosage being administered; verify resident identities to ensure prescribed medications are administered to the proper residents; ensure that narcotic records are accurate and notify the Director of Nursing of all drug and narcotic discrepancies noted on the shift; ensure proper disposal of drugs and narcotics; order prescribed medications, supplies and equipment as necessary; and, ensure that adequate levels of medications, supplies and equipment are available at all times, reporting needs to the Director of Nursing.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to understand and follow written and oral instructions and directions, ability to communicate with residents, personnel, vendors and consultants and ability to distinguish smells and tastes.

D. Charting and Documentation Functions

Duties:

Sign, date and perform all routine charting and recordkeeping in accordance with established policies and procedures; complete and chart all accidents and incidents involving residents and submit to the Director of Nursing as required; encourage physicians to review treatment plans and to record and sign orders, progress notes, etc.; chart nurses' notes in an informative and descriptive manner; properly record telephone orders from physicians and transfer all physician orders to resident charts, medication cards, treatment and care plans, etc.; record new and/or changed diet orders and forward to the Dietary Department; report all discrepancies noted concerning physicians' orders, diet changes, charting errors, etc. to the Director of Nursing Services; complete transfer and discharge forms and ensure that proper documentation is recorded; and, complete and file all required forms, records and charts upon resident admissions, transfers and/or discharges.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to understand and follow written and oral instructions and directions and ability to communicate with residents, personnel and consultants.

E. Personnel Functions

Duties:

Develop work assignments; participate in reviewing and evaluating the department's staffing requirements, employee performance evaluations and employee absenteeism; make recommendations (including recommendations concerning discipline, transfer and discharge) to administration as necessary to ensure adequate staffing and to expedite work; make daily rounds and report findings to the Director of Nursing to ensure that nursing services personnel are performing duties in accordance with acceptable nursing standards; ensure that personnel, residents and visitors follow established policies and procedures at all times; meet with nursing personnel on a regular basis to identify and correct problems areas and to improve nursing services; and, review and report to the Director personnel complaints and grievances and ensure that all personnel are treated consistent with policies and applicable laws.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and ability to remain calm under stress.

F. Residents' Rights Functions

Duties:

Maintain resident confidentiality and privacy; treat residents with kindness, dignity and respect; know and comply with and ensure that all nursing services personnel know and comply with Residents' Rights rules; monitor nursing services to ensure that residents' rights and needs are met; and, review, promptly report to Administrator and maintain written records of all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Care Plan and Assessment Functions

Duties:

Assist and participate in developing for each resident a preliminary and comprehensive assessment and written care plan that identifies the nursing and medical problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified; encourage residents and their families to participate in the development and review of care plans; ensure that all nursing services personnel are aware of the care plans and that care plans are used in providing daily nursing services to the residents; and, review nurses' notes and monitor residents to ensure that the care plans are being followed and that residents' needs are being met.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to read and write in English and ability to communicate with residents and personnel.

B. Inventory and Planning Functions

Duties:

Recommend the equipment and supply needs of the Nursing Services Department; ensure that adequate and cost effective inventory control procedures are followed; make periodic inspections of medications, supplies and equipment to ensure that adequate levels are maintained; and, develop and implement procedures to ensure that trained and authorized personnel operate nursing service equipment in a safe manner.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to communicate with residents, personnel and support agencies and ability to read and write in English.

C. Staff Development Functions

Duties:

Participate in in-service training classes; implement and maintain orientation programs for new employees; provide leadership and direction concerning essential principles for nursing personnel; and, maintain professional competence, as well as current licenses, through participation in continuing education programs, seminars and training programs.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to understand and instruct nursing services personnel concerning training and education.

D. Safety and Sanitation Functions

Duties:

Monitor nursing personnel to ensure established safety, fire and disaster, infection control and all other departmental policies and procedures are followed; participate in developing, implementing and maintaining procedures for reporting hazardous conditions or equipment; and, ensure cleanliness of nursing services work areas, stations, preparation rooms, treatment areas and resident care rooms.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to read and write and ability to distinguish smells.

E. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor