

Job Title: Wellness Nurse, LPN or RN

FLSA Status: Non-Exempt

Department: Wellness

Prepared Date: November 2017

Reports To: Director of Wellness

Summary: Provides licensed nursing direction for all health care components of the assisted living program. To supervise the resident care team as delegated by the Director of Wellness and to conduct the medication program.

Core Values:

Our team members demonstrate the core values of the community every day.

- **Safety – We work safely for ourselves and our residents.**
 - Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others.
- **Residents – Our residents are the priority**
 - Shows interest in, anticipates, and responds timely to resident's needs.
- **Communication – We are open and honest with our communication**
 - Avoids confrontational approaches and keeps the communication positive.
- **Integrity – We do the right thing, every time.**
 - Respects and maintains confidentiality; tells the truth and is honest in all dealings.
- **Respect – We genuinely care for others. We respect every person and every role.**
 - Maintains an open, approachable manner, and treats others fairly and respectfully
- **Empowerment – We enable our residents and team members to make decisions.**
 - Balances analysis, knowledge, experience, and perspective when making decisions.
- **Accountability- We take responsibility for ourselves and our results**
 - Shows up to work on time, and follows instructions, policies, and procedures.

Essential Duties and Responsibilities:

- Provides residents with the medication regime as ordered by the resident's physician. Assures that physician orders are carried out as ordered and correctly charted in the appropriate flow sheets.
- Makes observations of residents, their conditions, and any changes therein, records same and notifies appropriate people.
- Administers medication as required. Charts medications immediately following administration of the medication.
- Responsible for ordering new medication or renewal of current medication.
- Orders all medications including those needed for treatments, and the special formulas used in supplemental nourishments.
- Enters new medication orders on the medication record.
- Discontinues medications as ordered on medication record.
- Responsible for proper storage and security of medications, including narcotics, in accordance with established policies, procedures and state/federal guidelines. Oversees that designee competes the ordering, return and stocking of medical supplies.
- Charts on review of residents' problems. Maintains alert charting process.

- Provides assistance to residents as needed.
- Maintains general cleanliness of medication room and medication cart.
- Defrosts medication refrigerator as needed and maintains the temperature between 35 and 45 degrees F.
- Defrosts refrigerator as needed containing food products and maintains the temperature between 35 and 45 degrees F.
- Notifies physician of changes in resident condition.
- Upon discharge or expiration of resident, all scheduled and controlled substances, open liquids and injectables will be collected and disposed of as prescribed by law. Drugs will remain in locked medicine cabinet and counted monthly.
- Other duties as assigned.

Supervisory Responsibilities: Supervises the resident caregivers assigned to the shift.

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.

Education/Experience: 2-4 years related experience and/or training; or equivalent combination of education and experience. Prefer at least one year experience in nursing in geriatric care.

Certificates and Licenses: Must have current state nursing license.

Language Skills: Read, analyze and interpret business periodicals, professional journals; technical procedures or governmental regulations. Write reports and business correspondence. Effectively present information and respond to questions from groups of managers, clients, customers and to the general public.

Math Skills: Understand and work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Solve problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Analyzes situations to anticipate/identify potential problems; collects relevant information, evaluates options and recommends appropriate actions; offers solutions.

State Requirements: Any state required training/certification for this position.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to physically lift up to 10 lbs. on a frequent basis and up to 25-50 lbs. on an occasional basis. Occasionally carry up to 10-25 lbs. Must be able to frequently reach at shoulder height and occasionally above and below shoulder height. This position involves frequent bending and occasional twisting. During an 8 hour day, the incumbent is required to be able to walk, sit and stand for 2 hours consecutively and be able to stand and walk 3 hours total. Talking and hearing is required to communicate by phone or with others. Manual and finger dexterity and eye-hand coordination required. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, color vision, and ability to adjust focus and ability to smell for accurate maintenance and detection of wounds, urinary tract problems and other caregiving duties.



Work Environment: The noise level in the work environment is usually moderate, consisting of usual senior care facility sounds including but not limited to computers, printers, telephones, light foot traffic and background conversation. Must be able to handle a high pace that is typical for a nursing community.

This job description is intended to describe the general nature and level of work being performed by most people assigned to this job. However, it is not an exhaustive list of all duties and responsibilities and requirements.

If you need clarification on any items outlined in this job description, please bring it to the attention of your direct supervisor. Your signature confirms you understand and are willing to perform the duties of this job description as outlined above.

Team Member Print Name

Team Member Signature _____ Date