

<b>Care Center of Honolulu</b>	<b>Page 1 of 3</b>	
	<b>Effective Date:</b>	<b>06/08/2015</b>
	<b>Supercedes:</b>	<b>03/1999</b>
	<b>Department:</b>	<b>Nursing</b>
	<b>Bargaining Unit</b>	<b>FLSA Status</b>
<b>Job Title: LPN</b>	<b>HHHCWU</b>	<b>Non-Exempt</b>

### **Primary Responsibilities**

Under the general supervision of the Unit Manager, Nursing Supervisor and/or RN, performs assessment, planning, implementation and evaluation of care given to assigned residents in accordance with established professional nursing practice as delineated by the Care Center of Honolulu and regulatory statutes. Complies with and enforces policies and procedures and regulatory agency requirements.

### **Essential Job Functions**

1. Participates in the interdisciplinary comprehensive assessment process in evaluating residents' functional status, and emotional, social and medical therapeutic needs and in maintaining the residents' maximum potential for independence.
2. Implements treatments based upon assessment and a part of the interdisciplinary plan of care to promote quality of life for residents.
3. Documents assessments, observations, and treatments performed, maintaining confidentiality of resident information.
4. Coordinates and delegates the delivery of nursing care on the assigned shift and communicates to oncoming shift for continuity of care.
5. Passes medication, monitors intravenous lines and infusions; performs procedural treatments as ordered by the physician according to procedures and standards of nursing practice.
6. Monitors documentation of medications, admissions, skilled charting, monthly summaries, episodic illnesses, abnormal lab values, etc. for completeness and timeliness.
7. Observes and communicates the effectiveness of nursing interventions in achieving goals, and assists in revising goals, plan of care, discharge plan, and necessary interventions to achieve desired outcomes.
8. Assists in supervising CNA, RNA in the delivery of quality resident care.
9. Performs charge duties.
10. Maintains confidentiality of all information regarding resident care and pertinent medical records.

### **Other Duties**

1. Ensures the environmental safety and security of residents, staff and families/visitors.
2. Conforms to the Care Center of Honolulu's regulations regarding universal precautions and infection control.
3. Performs other related duties as assigned.

## JOB DESCRIPTION – LPN

### Minimum Qualification Requirements:

#### Skills/Knowledge:

1. Good communication and organizational skills with the ability to handle multiple tasks with minimal supervision.
2. Ability to write legibly and read and understand the English language sufficiently to perform the duties of the position.
3. Ability to demonstrate organized, disciplined approach to completing work and to build and maintain cooperative working relationships with others.
4. Mathematical ability and accuracy required to calculate intake/output measurements.
5. Skills necessary to operate computer.
6. Able to demonstrate the knowledge and skills necessary to plan and provide care appropriate to the age and residents served.

#### Education:

1. Graduation from an approved course in practical nursing and licensed to practice in the State of Hawaii.

#### Experience:

1. Recent experience in a skilled nursing facility or acute care preferred.

#### License/Certification:

1. Must possess a State of Hawaii license.
2. Current BLS Health Care Provider certification; must be physically able to perform CPR.

#### Enhanced Qualifications:

1. SNF or Acute: Experience within last year.
2. Ability to provide input to RN for development of care plans.

#### Working Conditions

1. Air conditioned, well lighted environment.
2. Exposure to infectious and contagious diseases; body fluids and wastes; bloodborne pathogens.
3. Subject to frequent interruptions.
4. May work beyond normal working hours or may be required to work mandatory overtime.
5. Interacts with other departments and personnel and outside contacts.

#### Equipment Use

1. Use of various diagnostic and therapeutic equipment and patient assistance devices; general office equipment including computer.

#### Mental and Physical Demands

1. Ability to lift/carry or push/pull up to 50 pounds or more with assistance devices. Heaviest push/pull weight may reach 200 pounds.
2. Position involves reaching, sitting, standing and walking; lifting, carrying, pushing, and pulling.

**Age/Patient Population(s) Served**

✓ Geriatric (65 years & older)	✓ Patient at the end of life
✓ Patient under isolation precautions	

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**Employee Signature**

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**Date**

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Department Manager or Division Manager

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Date

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Human Resources

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Date

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<b>Care Center of Honolulu</b>	<b>Page 1 of 3</b>	
	<b>Effective Date:</b>	<b>06/8/2015</b>
	<b>Supersedes:</b>	<b>03/1999</b>
	<b>Department:</b>	<b>Nursing</b>
	<b>Bargaining Unit</b>	<b>FLSA Status</b>
	<b>HNA</b>	<b>Non-Exempt</b>
<b>Job Title:</b>	<b>Registered Nurse (RN)</b>	

### **Primary Responsibilities**

Under the supervision of the Unit Manager or Nursing Supervisor, performs assessment, planning, implementation and evaluation of care given to assigned residents in accordance with established professional nursing practice as delineated by the Care Center of Honolulu and regulatory statutes. Complies with and enforces policies and procedures and regulatory agency requirements.

### **Essential Job Functions**

11. Implements and supervises the comprehensive assessment process in evaluating residents' functional status, and emotional, social, and medical therapeutic needs and in maintaining the residents' maximum potential for independence.
12. Ensures the maximum delivery of total quality resident care in collaboration with physicians and IDT team members, ensuring the physicians' orders are processed/implemented accurately and timely.
13. Actively participates in the interdisciplinary documentation of assessments.
14. Coordinates, directs, and delegates the delivery of nursing care on the assigned shift and communicates to oncoming shift for continuity of care.
15. Monitors and evaluates the effectiveness of the established plan of care for residents; makes recommendations towards improvements in resident and nursing care delivery as necessary.
16. Passes medication, initiates intravenous lines and monitors intravenous infusions; performs procedural treatments as ordered by the physician according to procedures and standards of nursing practice.
17. Monitors documentation of medications, admissions, skilled charting, monthly summaries, episodic illnesses, abnormal lab values, etc. for completeness and timeliness.

### **Other Duties**

1. Ensures the environmental safety and security of residents, staff and families/visitors.
2. Conforms to the Care Center of Honolulu's regulations regarding universal precautions and infection control.
3. Performs other related duties as assigned.

## JOB DESCRIPTION – REGISTERED NURSE (RN)

### Minimum Qualification Requirements:

#### Skills/Knowledge:

1. Good communication and organizational skills with the ability to handle multiple tasks with minimal supervision.
2. Ability to write legibly and read and understand the English language sufficiently to perform the duties of the position.
3. Ability to demonstrate organized, disciplined approach to completing work and to build and maintain cooperative working relationships with others.
4. Mathematical ability and accuracy required to calculate intake/output measurements.
5. Skills necessary to operate computer.
6. Able to demonstrate the knowledge and skills necessary to plan and provide care appropriate to the age and residents served.

#### Education:

1. Graduate of an accredited School of Nursing with current State of Hawaii RN license.

#### Experience:

1. Recent experience in a skilled nursing facility or acute care preferred.

#### License/Certification:

1. Must possess a State of Hawaii RN license
2. Current BLS Health Care Provider certification; must be physically able to perform CPR.

#### Working Conditions

1. Air conditioned, well lighted environment.
2. Exposure to infectious and contagious diseases; body fluids and wastes; bloodborne pathogens.
3. Subject to frequent interruptions.
4. May work beyond normal working hours or may be required to work mandatory overtime.
5. Interacts with other departments and personnel and outside contacts.

#### Equipment Use

1. Use of various diagnostic and therapeutic equipment and patient assistance devices; general office equipment and computer.

#### Mental and Physical Demands

1. Ability to lift/carry or push/pull up to 50 pounds or more with assistance devices. Heaviest push/pull weight may reach 200 pounds.
2. Position involves reaching, sitting, standing and walking; lifting, carrying, pushing, and pulling.

JOB DESCRIPTION – REGISTERED NURSE (RN)

**Age/Patient Population(s) Served**

✓ Geriatric (65 years & older)	✓ Patient at the end of life
✓ Patient under isolation precautions	

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Department Manager or Division Manager

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Human Resources

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<b>Care Center of Honolulu</b>	<b>Page 1 of 3</b>	
	<b>Effective Date:</b>	<b>04/27/2015</b>
	<b>Supercedes:</b>	<b>05/21/2014</b>
	<b>Department:</b>	<b>Nursing</b>
	<b>Bargaining Unit</b>	<b>FLSA Status</b>
<b>Job Title: Certified Nurse Aide</b>	<b>HHHCWU</b>	<b>Non-Exempt</b>

### **Primary Responsibilities**

Under the supervision of the Unit Manager, Nursing Supervisor, RN and/or LPN, the certified nurse aide (CNA) assists in the care of residents. Duties involve a variety of patient care activities, including routine/selected nursing procedures and related non-professional services devoted to the personal needs and comfort of residents.

### **Essential Job Functions**

18. Provides general nursing care to meet the medical, physical and social needs of assigned residents in a respectful manner and provides necessary care or services as requested.
  - a. Answers signal lights to determine resident needs.
  - b. Assists residents with activities of daily living.
  - c. Provides comfort measures as directed.
  - d. Assists with meals, nourishments.
  - e. Sees to personal hygiene; elimination needs of the residents.
  - f. Keeps residents rooms neat and orderly.
  - g. Assists with admissions, transfers, and discharges.
  - h. Based on assessments conducted by the RN, may assist in the provision of:
    - (i) Oxygen therapy;
    - (ii) Compresses, ice bags and hot packs; and
    - (iii) Colostomy and ileostomy care.
19. Communicates pertinent resident status information to appropriate person(s) (Unit Manager, RN, LPN, Nursing Supervisor, Director of Nursing).
20. Documents ADL care and any observed change while providing care to the residents in the electronic health record through "Point of Care."
21. Organizes workload for efficient time management.
22. Stores supplies and replenishes unit supplies.
23. Conforms to all facility requirements and standing procedures related to resident care, recordkeeping and reporting.
24. Maintains confidentiality of all information regarding resident care and pertinent medical records.

### **Other Duties**

1. Accompanies residents to various facilities, clinics, etc., if needed.
2. May receive instructions from resident and/or family member regarding resident care. Reports requests to RN or LPN.
3. Performs other related duties as assigned.

## JOB DESCRIPTION – CERTIFIED NURSE AIDE

### Minimum Qualification Requirements:

#### Skills/Knowledge:

1. Good communication and organizational skills with the ability to handle multiple tasks with minimal supervision.
2. Ability to write legibly and read and understand the English language sufficiently to perform the duties of the position.
3. Ability to demonstrate organized, disciplined approach to completing work and to build and maintain cooperative working relationships with others.
4. Mathematical ability and accuracy required to calculate intake/output measurements.
5. Skills necessary to operate computer.
6. Able to demonstrate the knowledge and skills necessary to plan and provide care appropriate to the age and special needs of patient served.

#### Education:

1. High school graduate or equivalent.

#### Experience:

1. Three (3) months experience in a long-term care or home care or willing/motivated to be trained in a long term care facility.

#### License/Certification:

1. Must possess a State of Hawaii Nurses Aide Certification.
2. Current BLS Health Care Provider certification; must be physically able to perform CPR.

#### Enhanced Qualifications:

1. SNF or Acute: Experience within last year.
2. Ability to provide input to LPN/RN for development of care plans.

#### Working Conditions

1. Air conditioned, well lighted environment.
2. Exposure to infectious and contagious diseases; body fluids and wastes; bloodborne pathogens.
3. Subject to frequent interruptions.
4. May work beyond normal working hours or may be required to work mandatory overtime.
5. Interacts with other departments and personnel and outside contacts.

#### Equipment Use

1. Use of various diagnostic and therapeutic equipment and patient assistance devices.

#### Mental and Physical Demands

1. Ability to lift/carry or push/pull up to 50 pounds or more with assistance devices. Heaviest push/pull weight may reach 200 pounds.
2. Position involves reaching, sitting, standing and walking; lifting, carrying, pushing, and pulling.



**Age/Patient Population(s) Served**

✓ Geriatric (65 years & older)	✓ Patient at the end of life
✓ Patient under isolation precautions	

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**Date**

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<p><b>Care Center of Honolulu</b></p> <p><b>Job Title: RESPIRATORY THERAPIST (RRT)</b></p>	<b>Page 1 of 3</b>	
	<b>Effective Date:</b>	<b>10/30/15</b>
	<b>Supercedes:</b>	<b>9/2001</b>
	<b>Department:</b>	<b>Nursing</b>
	<b>Bargaining Unit</b>	<b>FLSA Status</b>
	<b>Non-Bargaining</b>	<b>Non-Exempt</b>

**Primary Responsibilities**

Under the supervision of the Unit Manager, performs respiratory care procedures in accordance with established policies and procedures, through assessment, formulating respiratory diagnosis, planning and implementing, documenting and evaluating plans of respiratory care to assigned residents. Complies with and enforces VCU policies and regulatory requirements. Therapist is expected to be self directed in the absence of the Unit Manager.

**Essential Job Functions**

1. Performs all respiratory care procedures according to VCU policy and procedures, including but not limited to mechanical ventilation, oxygen therapy, aerosol therapy, bronchopulmonary drainage, plus oximetry, capnography, and tracheostomy care.
2. Evaluates effects of respiratory therapy treatment plan by observing, noting, and evaluating patient's progress; recommending adjustments and modifications. Documents patient care services by charting in PointClickCare once per shift.
3. Provides rapid intervention of respiratory care in order to prevent medical crisis and discharge of the resident from the facility.
4. Verifies physician's orders before administration of therapy. Clarifies, modifies and renews orders as needed.
5. Informs physicians and other health team members of the patient's condition, problems or concerns in a prompt and effective manner.
6. Provides complete report to oncoming personnel and takes a complete report from off going personnel.
7. Performs education and support on all respiratory care equipment to resident, families and staff.
8. Operates, inspects, assembles and maintains respiratory care equipment and supplies. Performs routine maintenance, troubleshooting and reports malfunctioning equipment immediately to Unit Manager and/or Program Manager.
9. Contributes to team effort by accomplishing related duties as needed/assigned.

**Other Duties**

1. Maintains level of professionalism by attending all required meetings/in-services and completing annual competency requirements.
2. Assists in the collection and communication of data required or complete and accurate submission of MDS assessments.
3. Assists in and participates in projects related to Quality Assurance and Performance Improvement.
4. Participates in Interdisciplinary Care Planning by attending resident care conferences when requested and by keeping respiratory care plans up to date.
5. Reports promptly to work on a daily basis and maintains an acceptable attendance record.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional associations.
7. Adheres to The Care Center of Honolulu's Employee Handbook and all state and federal regulations.
8. Performs other related duties as assigned.

## JOB DESCRIPTION – RESPIRATORY THERAPIST (RRT)

### Minimum Qualification Requirements:

#### Skills/Knowledge:

1. Good communication and organizational skills with the ability to handle multiple tasks with minimal supervision.
2. Must be able to work as an effective member of the healthcare team to establish and maintain cooperative working relationships.
3. Must be able to deal tactfully and courteously with all customers, including residents, family members, physicians, coworkers, and the public.
4. Ability to be resourceful and use of judgment during crisis and emergency situations.
5. Ability to write legibly and read and understand the English language sufficiently to perform the duties of the position.
6. General knowledge and proficiency in the use of clinical software including PointClickCare and/or other similar software programs.
7. Ability to exhibit a high level of confidentiality.
8. Ability to adapt to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. Computer skills, including Word and Excel.
10. Able to demonstrate the knowledge and skills necessary to plan and provide care appropriate to the age and special needs of the residents served.

#### Education:

1. Registered Respiratory Therapist (RRT) with National Board for Respiratory Care (NBRC) credentials.
2. Licensed to practice as a Respiratory Therapist in the State of Hawaii.
3. American Heart Association Certification for Health Care Providers in BLS or ACLS.

#### Experience:

1. Minimum one (1) year hospital, long term care, sub acute care or home care experience.
2. Critical care, patient transport, or tracheostomy care experience preferred.

#### Working Conditions

1. Air conditioned, well lighted environment.
2. May work beyond normal working hours.
3. May work rotating shift as needed to adequately staff vacation, sick and position vacancies.
4. Interacts with other departments and personnel and outside contacts.
5. Noise level is high in some patient care areas; must be able to hear equipment alarms, overhead pages, and direct verbal communication.
6. Exposure to infectious and contagious diseases; body fluids and wastes; blood borne pathogens.
7. Subject to frequent interruptions; stressful emergency situations.

#### Mental and Physical Demands

1. Ability to lift/carry or push/pull up to 50 pounds or more with assistance devices.
2. Prolonged walking, standing, reaching, stooping, bending, kneeling or crouching.
3. Able to assist staff in Hoyer assist lift (75% employee, 25% patient), position or transfer residents, as well as respiratory supplies and equipment.

JOB DESCRIPTION – RESPIRATORY THERAPIST (RRT)

**Equipment:**

1. Use of various respiratory care diagnostic and therapeutic equipment and patient monitoring devices.

**Age/Patient Population(s) Served**

<input checked="" type="checkbox"/> Geriatric (65 years & older)	<input checked="" type="checkbox"/> Patient at the end of life
<input checked="" type="checkbox"/> Patient under isolation precautions	

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**Employee Signature**

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**Date**

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Department Manager or Division Manager

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Date

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