



*Pembina County Memorial Hospital  
Wedgewood Manor*

**Job Description**

Date Written/Revised:

7/2022

Position: Apprentice Graduate Nurse

Wedgewood Manor

Approved By: Julie Johnson, RN

Department: Nursing-SNF

Administrator: Patti Johnson, RN

Wedgewood Manor is a 40 bed skilled nursing facility that additionally provides respite and adult daycare services in Cavalier, ND operated by PCMHA. Pembina County Memorial Hospital Association (PCMHA) which also operates Pembina County Memorial Hospital a 20 bed Critical Access Hospital, Stemi and Stroke designation along with a level IV trauma center, Clinicare a Rural Health Clinic and Country Estates an independent apartment complex.

**PURPOSE:**

The Registered Nurse is responsible for the delivery of general nursing care to residents to contribute to the total resident care program either directly or through appropriate delegation of duties to appropriate staff.

**DIMENSIONS:**

The Registered Nurse gives work direction to the Licensed Practical Nurses and Certified Resident Assistants and Rehab Nursing Assistant.

**NATURE AND SCOPE:**

**Location:**

The Registered Nurse reports to the Director of Resident Care (DON), as do the RCCs, CNA Coordinator, LPNs, Certified Resident Assistants, Nursing Service Secretary and Rehab Nursing Assistant.

**Environment:**

Wedgewood Manor is a skilled nursing facility licensed for 40 beds. The nursing department provides nursing and daily living care for nursing home residents. The RN assures the total resident care program is met.

**Essential Functions:**

1. The Registered Nurse is responsible for nursing care through use of the nursing process. The RN admits residents and assesses their physical, psychological and social status and summarizes assessment data. The RN identifies nursing diagnosis and initiates appropriate measures toward resolution of identified actual or potential problems and records all pertinent information in the resident's medical record. The RN establishes priorities of care and writes Care Plans involving residents, families and all members of the interdisciplinary team.
2. The RN implements the medical plan of care. This position transcribes and reviews physician orders and assures that necessary arrangements are made as ordered, makes consultant appointments and implements recommendations with MD approval. The RN is responsible for performing and documenting treatments either directly or indirectly through appropriate delegation; treatments may include insertion of catheters, administering of tube feedings, changing and application of dressings and compresses, oral, nasal and tracheal suctioning, cleansing and soaks and irrigations. The RN administers prescribed medications and notifies pharmacist of needed medication. The RN documents on MAR and nurse's notes time, dosage, route and response of the individual resident. The RN observes, documents and reports resident response as necessary. This position administers oxygen and monitors continuous flow administration.
3. The RN organizes, participates in and delegates the overall activities of the Nursing Unit. The RN inspects the physical condition of the nursing unit and its equipment and supplies and assures prompt reporting of needed supplies and maintenance or repairs as needed. This position assists in the interpretation and implementation of department policies and procedures. This position makes arrangements to cover shift changes as necessary. The RN is designated administrative duties in the absence of the DON. This position monitor's condition of all residents meets with family members as requested and analyzes and resolves staff and staff related problems.

**Latitude:**

The RN provides nursing care according to physician order, in conformance with recognized nursing techniques and according to department policies, procedures and the standards in accordance with the ND Nurse Practice Act. This position delegate's resident cares to the appropriate staff. The RN determines when a physician must be contacted regarding changes in resident condition and administers emergency treatment as needed.

**Challenge:**

Major challenges for this position are to coordinate and organize activities of the nursing area to assure timely, quality and cost effective services which meet the needs of the residents to promote effective working relationships among nursing personnel and with resident families, and to supervise, teach and train.

**Contacts:**

The Registered Nurse is in frequent contact with residents, their families, and other resident care staff in carrying out the resident Care Plan. The RN is in contact with the physician concerning changes in resident's condition. The RN may be in contact with outside agencies when arranging for or coordinating resident care.

**Knowledge, Skills and Abilities:**

The RN requires current licensure as a RN in the state of North Dakota. This position must have the knowledge and ability to administer medications and perform treatments. The incumbent must have the ability to respond to emergency situations in a timely manner. The incumbent must have the knowledge and ability to understand and assess the resident's total physical condition along with social and psychological needs. The RN must be able to follow verbal and written instructions; be able to learn and follow facility nursing procedures and practices; be able to maintain accurate records; and communicate effectively both verbally and in writing. This position must be able to instruct and delegate.

**PRINCIPLE ACCOUNTABILITIES:**

1. Provides nursing care through the use of the nursing process to ensure proper assessment is completed and a plan of care is developed which meets the resident's individual needs.
2. Resident care is provided appropriately according to physician's orders and established policies and procedures and comprehensive documentation is made to resident chart.
3. Organizes, participates in and delegates the overall activities of the nursing unit to ensure the unit runs smoothly and effectively. Performs supervisory responsibilities as delegated to assure the nursing departments continues to operate efficiently in the absence of the DON.

**MEASURES OF EFFECTIVENESS:**

1. Residents maintain their optimal level of care based on observation and assessment and implementation of the plan of care. Resident condition is communicated to all members of the interdisciplinary team. The plan of care addresses the needs of the resident.
2. Implements the medical plan of care to ensure the residents maintain his/her optimal level of care. Forms and documents are completed accurately and within established time constraints and according to established policy & procedure.

3. The department continues to meet facility expectations in the absence of the DON. The department is well equipped, maintains an adequate level of supplies, staff perform their duties as delegated and a safe, clean environment is maintained.

**GENERAL MEASURES:**

In performing each and every accountability, the incumbent is tactful and courteous in all interactions with staff, physicians, residents, families and visitors. The incumbent encourages teamwork on a daily basis and promotes a positive work environment.

**WORKING ENVIROMENT**

Material and equipment used: computer, calculator, photocopier, telephone, IV pumps, blood pressure monitors and equipment required for patient care.

- Hazardous exposure category: Place an “X” in the appropriate for the role:

High risk  Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.

Low risk  Involves no exposure to blood, body fluids, or tissues, but potential exposure iii usual work. Employees performing Category II tasks don’t need to wear protective equipment, but they should be prepared to put o protective equipment on short notice.

No risk  Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

- Age-specific requirements: This position is a direct care giver and will interact with all ages.

I have read this job description and understand the duties and responsibilities involved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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