

**OCTOBER 30, 2017**

<b>TITLE:</b>	RN Unit Manager	<b>DEPARTMENT:</b>	Nursing
<b>SUPERVISOR:</b>	DON	<b>SHIFT:</b>	7:00am - 3:30pm Full time 40 hours/week Every other weekend/holiday
<b>LOCATION:</b>	RiverWoods		

**BRIEF DESCRIPTION:** Provides effective oversight and management of the staff and residents of the unit. Ensures 24-hour continuity of care.

**PRIMARY RESPONSIBILITIES:**

- Manages 24 hour nursing care in accordance with current policies and regulations.
- Reviews 24 hour report and follows up on condition changes.
- Serves as a mentor and educates others on how to recognize, accommodate and appreciate individual differences; including the mentoring of Preceptors.
- Ensures that all newly hired employees on the unit are oriented to the Electronic Medical Record, policies and procedures and regulatory compliance.
- Assures timely completion of staff performance reviews.
- Responsible for electronic medical record operations including, adding new employees, training, monitoring and ensuring compliance.
- Responsible for quality assurance on the unit; for example, Fall Tracking, Bowel and Bladder, Wounds, Restorative. Conducts audits, identifies problems, develops plan(s) of correction and provides education and training to staff as needed.
- On Call for emergency situations that arise on unit: Responsibilities include but are not limited to:
  - Submit and report to the Department of Health (DOH) by electronic transmission any reportable incidents within 24 hours of the incident.
  - Investigate and address complaints regarding resident care in a timely manner. Initiate investigation within 24 hours of the incident.
- Accepts responsibility for contributing to the success of the unit by controlling cost, conserving resources, eliminating waste and ensuring efficient work practices.
- Conducts daily rounds on the unit.
- Works collaboratively with RNAC and Care Plan Team to share information in regards to resident care plan. Identifies significant changes in resident conditions and reports to RNAC for MDS purposes.

**QUALIFICATIONS:**

- RN or BSN Degree from a school of professional nursing; license and current registration to practice as Registered Nurse in the Commonwealth of Pennsylvania with a minimum of three years geriatric experience.
- Must possess excellent planning and organizational skills and be able to work independently, problem solve under pressure, act quickly and effectively and provide appropriate direction in an emergency situation.
- Must be able to establish and maintain a cooperative work environment and working relationships, and effectively supervise and direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.
- Previous experience in teaching and/or staff development preferred.
- Must possess knowledge and skill in the application of current nursing procedures and techniques of patient care. Ability to interpret existing health regulations.

**PHYSICAL DEMANDS:**

- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Sits 50%, walks 25%, and stands 25%.