



**BROAD ACRES**  
& COUNTRY TERRACE

## JOB DESCRIPTION

**RN SUPERVISOR** Under the supervision of the DON/UNIT MANAGER, a RN assumes responsibility and accountability for a group of residents/patients for a shift of duty. Nursing care is provided through assessment, implementations, and evaluation of the plan of care. The RN adheres to the standards of care of the area, manages the environment to maintain resident/patient safety, and supervises the resident/patient care activity performance by nursing assistants and helpers. Follows all Broad Acres policies and procedures. Performs duties as defined by the State Nurse Practice Act.

**REPORTS TO: DON/UNIT MANAGER**

**REPORTING SUMMARY:** Oversees assigned nursing staff.

### ESSENTIAL FUNCTIONS

1. Makes frequent rounds to note resident/patient conditions and to ensure nursing personnel are performing their work assignments in accordance with acceptable nursing standards.
2. Gives/receives the nursing report upon reporting in and ending shift duty hours.
3. Ensures assigned work area (i.e. nurse station, med. cart, medication room, etc.), resident/patient care rooms and treatment areas are maintained in a clean and sanitary manner. Monitors supplies and orders as needed.
4. Attends regularly conducted staff meeting as scheduled by the Director of Nursing/Unit Manager and participates regularly in continuing education in-service programs.\*
5. Handles on-call responsibilities as required.\*
6. Provides the following nursing functions:
  - Responsible for resident/patient care during his/her respective shift\*
  - Provides required patient assessments and interventions.\*
  - Reviews care plans, at least daily, to ensure appropriate care.
  - Appraises the DON / Unit Manager of resident/ patient status changes in condition.
  - Takes and records blood pressure and vital signs.\*
  - Administers catheter care as required (may include catheter insertion).\*
  - Provides respiratory care (i.e. oxygen, nebulizer treatments).\*
  - Assists the physician in therapeutic measures, as needed.\*
  - Participates in care plan development and attends resident/patient care conferences.
  - Helps determine policies for improvement of care.
  - Receives and transcribes physician's orders to residents/patients charts, Kardex/Care Plan A, Medication Administration Record ("MAR") treatment/ care plans, as required.
7. Prepares and administers medication and performs treatments as ordered by the physician.\*
8. Charts nurses notes in an informative and descriptive manner that reflects the care provided as well as the resident's/patients response to care.
9. Documents all pertinent data as required by Medicare, Medicaid, Broad Acres standards and policies.
10. Completes the required forms upon admission, transfer, and/or discharge.
11. Informs physician of resident/patient change of condition
7. Counts all controlled drugs with other nurse at shift change and notifies the DON / Unit Manager of all drug and narcotic discrepancies noted on your shift.\*
8. Keeps medication room and medication cart locked, according to regulations. Responsible for security of keys.\*
9. Conducts weekly shift meetings with nursing assistants.
10. Participates in the Interdisciplinary Plan of Care ("IPOC") process as assigned.
11. Complies with laws and regulations applicable to position and acts in accordance with Broad Acres Services, Inc.'s Corporate Compliance Program.\*
12. Treats all residents, visitors, and staff with courtesy.
13. Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.\*
14. Follows facility dress and hygiene policies.
15. Safety.
  - Knows and follows facility rules.
  - Demonstrates proper use of equipment. Reports equipment needs or repairs.\*
  - Follows facility smoking policies.
  - Reports and documents any incidents or accidents of residents, staff or visitors to the appropriate facility personnel.
  - Uses required protective equipment.
  - Follows infection control standards, policies and procedures.

**OVER ▶**

16. Resident Rights
- Knows Resident Rights. Helps the residents/patients exercise and/or protect their rights.
  - Reports resident/patient complaints to management.
  - Maintains confidentiality of resident/patient information.
17. HIPAA
- Follows and adheres to Broad Acres policies and procedures implementing HIPPA requirements for the privacy and security of protected health information.
  - Uses and/or discloses only minimum amount of

Protected Health Information necessary to complete assigned tasks (applies only if position requires access to PHI under Role Based Access).

- Reports all suspected violation of company's HIPAA policies or procedures to Facility Privacy Designee.

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## OTHER DUTIES:

- Participates in all-hands dining.
- Performs other duties as directed by facility management.\*
- Participates in marketing events.
- Works overtime, holiday and weekend hours as scheduled.

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## MINIMUM QUALIFICATIONS

**EDUCATION:** Possesses a current license to practice in the State of Pennsylvania as an RN.

**EXPERIENCE:** One year of experience preferred.

**SKILLS, KNOWLEDGE AND ABILITIES:** Ability to manage and supervise nursing staff. Ability to make independent decisions. Ability to read, write, speak and understand English. Meets all Health requirements as required by law. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers and other facility staff. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

Microsoft Office version 1997, 2000 or XP, MS Word, MS Access, MS Excel, E-mail, Outlook, Internet Explorer.

**ENVIRONMENTAL AND PHYSICAL REQUIREMENTS:** The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (\*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

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Employee Signature

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Date