

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name.*

JOB DESCRIPTION

TITLE:	Quality Assurance Nurse
REPORTS TO:	Director of Nursing Services
FLSA STATUS:	Non-Exempt, Hourly

JOB SUMMARY:

This position has the responsibility to provide comprehensive support for quality resident care, including assisting in determining what quality measures to study, ensuring the staff has the needed training and tools to improve the quality of care, and facilitate discussions, feedback and follow up to ensure sustained improvements. Under the general direction of the Director of Nursing Services, the function of the position is to ensure systematic review and analysis of the clinical practices, identifying potential and actual adverse events, as well as assisting with follow up on employee/resident incidents. This position will be responsible to work with other department leaders to develop corrective action.

The QA nurse will demonstrate a service-oriented approach to his/her position by demonstrating courtesy and respect when working with residents.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality of resident service.
2. Good attendance is an essential requirement of this position.
3. Actively supports the entire nursing staff with patient care as needed.
4. Makes environmental rounds daily to observe and identify actual or potential risks to residents and/or staff.
5. Conducts monthly quality assurance audits on topics of identified needs such as answering call lights, reviewing compliance, infection control, and gait belt use.
6. Conducts chart audits as needed such as psychotropic drug review, admission documentation, PPD testing compliance.
7. Meets weekly with the Unit Coordinators and DNS to identify areas of practice improvements.
8. Orients licensed nurses to proper documentation practices, MD order follow-through. Identifies licensed staff in-servicing needs and works with Staff Development to offer/arrange for the in-services.
9. Identifies incident report trends of care and system deficiency. Offers/arranges for staff in-servicing to improve identified deficiency trends.
10. Serves as Chairperson for the CHCC quarterly interdepartmental QA meetings.
11. Participates with education of licensed nurses in Logician software.
12. Reviews the monthly Quality Indicator reports to identify system deficiencies and work with Unit Coordinators and DNS to plan corrective action.
13. Performs monthly random chart audits on all units.
14. Conducts staff interviews on all abuse reports.
15. Coordinates the licensed staff schedule and identify hiring needs.

OTHER JOB FUNCTIONS:

16. Assists in the organization of company sponsored events, activities, and functions.
17. Performs special projects as assigned by the DNS.

WORKING CONDITONS AND EQUIPMENT USED:

Work is performed in a fast-paced resident care environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem solving skills. Incumbent must be able to effectively utilize computers and various software.

QUALIFICATIONS:

Knowledge of:

- State and federal regulations pertaining to long term care.

Ability to:

- Act as a positive team player and lead others with respect.
- Exceptional project management skills including: independent, goal oriented, detail oriented and possess the ability to multitask
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Excellent verbal and written communication skills, teaching/presentation and writing skills to motivate staff compliance with quality care standards.
- Ability to maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.
- Excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Proficient with various software (Microsoft Outlook and Microsoft Word).

Education and Experience:

- Currently licensed in the State of Washington as a RN or LPN, with license in good standing.
- Two or more years experience in a long term care setting as a licensed nurse.
- Supervisory experience preferred.

License:

- Valid Washington State driver's license at time of hire in order to operate vehicles.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry medical supplies and equipment weighing up to 30 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

Anita Tallman, Administrator

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.