Christian Health Care Center

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

JOB DESCRIPTION

TITLE: **Team Leader**
REPORTS TO: **Unit Coordinator**
FLSA STATUS: **Non-Exempt, Hourly**

JOB SUMMARY: This position functions as a member of the health care team under the supervision of the Unit Coordinator / Charge Nurse to assure that the patient care plan is carried out. Duties include assessing patient condition, performing treatments, passing medications, and monitoring effects of treatments and medications. The Team Leader works closely with the Unit Coordinator to communicate with families and doctors and provides supervision, teaching, evaluation and close communication with the Nursing Assistants.

ESSENTIAL JOB FUNCTIONS:

1. Provides a pleasant, positive and calm environment for residents.
2. Communicates and works smoothly with residents, families, supervisors, and co-workers.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Good attendance is an essential requirement of this position.
6. Receives and gives communication reports when going on shift and coming off shift to ensure a smooth transition between shifts and patient care.
7. Counts and signs for schedule drugs with oncoming shift.
8. Performs rounds of assigned patients, checking for their presence, general condition, comfort, room condition, temperature and odors. Examines special equipment such as IV's, oxygen, feeding apparatus, etc.
9. Passes medications and carries out treatments as ordered on the Medication Administration Records (MARs). Assures adequate pain relief for all patients as needed.
10. Communicates with Nursing Assistants and provides guidance, education and supervision with daily duties. Assures resident safety and that care is provided to patients following their individual care plan. Assists in the evaluation of Nursing Assistants as instructed.
11. Assesses and reports patient condition changes to the Unit Coordinator, family and doctor as appropriate.
12. Responds to patient and family concerns and requests in cooperation with other licensed nurses in the unit.
13. Supervises meal delivery within unit, ensures assigned staff report to the dining room, and assists with meal service in the dining room as assigned. Ensures patients receive assistance with meals if needed, diets and special precautions are followed, and monitors are completed.
14. Checks-in and signs for medications delivered from the pharmacy; adds drugs to the class book; matches delivered drugs with drug order sheet; notes discrepancies and communicates these to the supervisor.
15. Ensures patient call lights are answered promptly. Assist with direct patient care as needed.
16. Assists with the admission process; completes the bedside nursing assessment and any other forms as directed.

17. Completes all assigned patient monitors; reports any abnormal responses to the proper discipline.
18. Completes incident reports, including reporting to the hot-line and follow-up investigations as required.
19. Verifies Nursing Assistant documentation is complete at the end of the shift before Nursing Assistants go off duty such as intake and output sheets, tray monitors, and bowel records.
20. Charts progress notes for all patients as indicated or as necessary including alerts, Medicare, doctor visits/new orders, changes in condition, care plan changes, family interactions, etc.
21. Maintains medication and treatment cart(s) stocked, clean, and organized. Monitors medications for expiration dates. Keeps MARs pages covered when in use. Keeps narcotic drawer of medication cart locked at all times.
22. Assists with psychoactive medication use monitoring.
23. Assures needed equipment is available or ordered for the oncoming shift.

OTHER DUTIES:

24. Maintains work area in a neat and orderly manner.
25. Communicates with other disciplines as needed to assure optimum patient care.
26. Attends internal and out-of-facility in-service and educational training as requested.
27. Performs other duties as assigned.
28. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
29. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
30. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast–paced long-term care facility environment with resident and public contact and frequent interruptions. Incumbents must be able to utilize medical equipment and computers. May include exposure to various communicable diseases and hazardous medical chemicals. May be required to wear a respirator.

QUALIFICATIONS:

Education, License, and Experience

- Currently licensed as a RN or LPN in the State of Washington, with license in good standing with the Department of Health.
- Experience working in long-term care ***preferred***.

Knowledge, Skills, and Abilities

- Demonstrated ability to provide a full spectrum of nursing services in a caring and compassionate manner.
- Basic knowledge and understanding of State and Federal regulations pertaining to long term care and the RAI process.

- Excellent communications skills (verbal and written) and ability to work with diverse populations.
- Knowledgeable and supportive of CHCC mission and philosophy.
- Leadership, supervisory and teaching abilities preferred.
- Ability to work well with others to promote a team environment.
- Strong organizational, problem solving and conflict resolution skills.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Strength: Lifting and carrying general office supplies and medical equipment; ability to move and transfer patients; ability to lift 50 pounds without difficulty or assistance.

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as typing and operating standard medical instruments.

Mobility: Ability to walk and stand consistently for long period; ability to turn, bend and stoop frequently while assisting patients and staff a variety of tasks.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on forms; discriminate shapes and colors; and visually assess patients.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds (voice, warning devices, etc.) in a stimulated environment; and verbal language in-person and over the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with clinic patients and in a variety of formal and informal group settings.

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 nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.