



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>RN STAFF NURSE OF A UNIT OR PRN</b>		
<b>Department:</b>	Berks Heim	<b>Reports To: (Title)</b>	Charge Nurse or Supervisor
<b>Effective Date:</b>	September 1983	<b>Revision Dates:</b>	December 2006 September 2019 April 24, 2020
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>	Paraprofessional	<b>Union Classification:</b>	SEIU

### POSITION SUMMARY:

A Registered Nurse who has met all legal requirements for registration in the Commonwealth of Pennsylvania. May assume role of Charge Nurse in the absence of unit Charge Nurse. The Staff Nurse of a Unit or PRN provides quality professional nursing care to residents following established policies of this facility.

### POSITION RESPONSIBILITIES:

#### Essential functions

1. Assists Charge Nurse in care and management of unit.
2. Assists in maintaining a therapeutic regimen for all residents on the unit.
3. Assists in assessing residents, reviewing and revising nursing care plans and goals for each resident.
4. Implements IV therapy as ordered according to policy/procedure.
5. Receives and transcribes physicians' telephone orders as necessary.
6. Assigns and advises personnel assigned to unit in Charge Nurse's absence.
7. Assists in guidance and orientation of new personnel.
8. Promotes continuity of care through good communication and cooperation with other departments. Makes unit rounds in Charge Nurse's absence to ensure that every resident is receiving quality care.
9. Assists in keeping adequate inventory of supplies on the unit.
10. Does quality assurance (QA) monitoring and reporting.
11. Participates in in-service programs on a regular basis.
12. Assigns unit staff to attend in Charge's Nurse's absence.
13. Admits, transfers, and discharges residents.
14. Administers medications and treatments.
15. Makes rounds with attending physician in Charge Nurse's absence. Bring any changes resident's condition to his/her attention.
16. Gives emergency care if needed; notify Supervisor promptly.
17. Assists in maintaining all nursing records in a proper and timely manner.

18. Maintains a professional attitude toward residents, families, and visitors; dealing with their needs in a proper and tactful manner.
19. Notifies families of change in resident's condition or transfer in Charge Nurse's absence or at his/her direction.
20. Has awareness of safety, environmental services and maintenance needs on the unit, bringing them to the attention of the proper department.
21. Refers to appropriate shift routine as needed.
22. Relieves unit Charge Nurse as needed.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Graduate from an accredited school of nursing. Has a current license to practice nursing in the Commonwealth of Pennsylvania.
- Must possess leadership ability and the willingness to cooperate with other department heads and personnel when assuming relief Charge duties.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to speak, read, write and understand English fluently.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships as a member of the healthcare team.
- Ability to handle stress.
- Physical presence on-site is required.

**PHYSICAL DEMANDS**

Ability to stand and be active during an entire work shift.

**WORKING ENVIRONMENT:**

While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors and personnel. The noise level in the work environment is typically minimal to moderate.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*