

# ROSE-MARY CENTER

## JOB DESCRIPTION

Job Title: Staff Nurse

Job Date: Revised April 2010

### **BASIC FUNCTION:**

Under the general supervision of the Manager of Nursing Services, the Staff Nurse is responsible for the daily medical nursing care of the children (i.e. responsible for assisting each child to reach and maintain his maximum potential; and ideally, enabling the child to return to his family and the community).

### **RESPONSIBILITIES:**

Observes and interacts with the children each day to learn each child's usual behavior, so as to be better able to recognize and evaluate any unusual behavior. Records all observations and care in adequate detail in the nurse's notes.

Follows physician orders for the care of each child, i.e. treatments, medications, etc. and properly records each.

Reviews the health requirement of each child and assists the physician in planning for the child's care.

Writes monthly summaries and formulates and updates daily as needed nursing care plan and intervention for assigned residents.

Keeps parents and staff informed of the children's medical, physical and emotional progress and/or needs.

Participates in staffing, round robins, conferences, or other meetings with parents and social workers concerning an individual child's progress.

Assists the Manager of Nursing Services in orienting the staff to symptoms and prognosis of specific diseases or syndromes.

Be aware of seizure activity and record in the nurse's notes the type of seizure, duration and severity and what measures were used to protect the child (i.e. protect the head, turn head to side, keep airway clear, etc.). If the seizure is prolonged and/or severe, notify the Manager of Nursing Services, or the Executive Director in her absence, to arrange for transportation to the Emergency Room via car or squad as the situation warrants.

Notify the Manager of Nursing Services, or the Executive Director in her absence, of any illness, injury, or needed hospitalization.

**RESPONSIBILITIES (cont'd):**

Observes children and records all pertinent information, treatments, illnesses, injuries, and behavior in the nurse's notes in adequate detail, and in the 24-hour report briefly. Record all treatment on the treatment cardex. Ensures privacy and confidentiality in record keeping and other matters relative to client care, including diagnosis, prognosis, and medications. Imparts information to staff strictly on a need to know basis.

Makes out requisitions for repairs as they are noted and gives to Manager of Nursing Services.

Performs other similar or related duties as required or assigned.

**POSITION REQUIREMENTS:**

The professional nurse shall have the following qualifications:

1. Graduate of an accredited School of Registered or Practical Nursing.
2. Licensed by The State of Ohio with appropriate certification to pass medications.
3. Minimum of one-year experience in Medical/Surgical Nursing and/or working within a facility for the Mentally Retarded.
4. Must be NAPNES certified.