

## Choice in Aging

**Job Description:** Registered Nurse  
**Position established:** 8/85  
**Revision Date:** 01/15, 04/17

### **Responsibilities:**

Under the supervision of the Program Director, the Registered Nurse (RN) provides nursing services in the Adult Day Health Program and other programs as needed, overseeing a participant population of over 120 in total, approximately 60 daily. The RN must be familiar with and adhere to all Title 22 ADHC regulations. The Mt. Diablo and Bedford Centers serve multi-cultural participants and the RN must be sensitive to these cultures, customs and diversities and effectively use program translators as needed for communications and assessments.

### **Essential Job Functions:**

1. Respond to any need for emergency care: assess and provide emergency first aid care and determine need for 911 or non-emergency transport.
2. Call 911 for all necessary emergency situations, documenting vitals and signs and symptoms and ensuring proper information for emergency responders including description of event, participant face sheet, and any other information pertinent to their care.
3. Conduct initial nursing assessment, complete all admission procedures and forms; obtain physician orders; initiate and implement the nursing individualized plan of care (IPC) using appropriate assessment, preventative and rehabilitative nursing procedures. Regularly reevaluate nursing needs of participants and implement necessary revisions to nursing treatment plan, including short-term and long-term nursing goals in each IPC.
4. Develop and maintain up-to-date participant records and related documentation in client charts and in computer database using Turbo TAR. Inform the physician and other personnel of changes in participant's conditions and needs.
5. Provide care and work with participants on the program floor in order to observe and respond to needed assistance.
6. Provide skilled nursing care to participants according to their IPCs. . Supervise Maintenance Therapy program in the absence of the Occupational or Physical Therapist.
7. Respond immediately to any client change in condition and/or request for nursing evaluation when change in condition noted by other staff.
8. Administer medication, monitor and teach self-administration of medication by participants. Teach and supervise self-care as well as provide health education and counseling to participants and families as indicated. Keep medical doctor informed of medication list.
9. Provide liaison to the participant's personal physician.
10. Participate as an integral member at multi-disciplinary team meetings.
11. Prepare report forms required for Medi-Cal funding. (TARS).
12. Review bus transportation log monthly and record any contraindications or lack thereof in participant chart where trip times have exceeded 60 minutes.
13. Participate in in-service training programs and health education for staff. Prepare and conduct participant health education monthly.

14. Train direct care staff in the provision of personal care and supervise their implementation of it.
15. Assist in coordination of all services provided.
16. Perform other duties as required to ensure the safety and well being of the clients and complement the services of the agency.

**Determents of Success:**

1. Works effectively with staff from a variety of disciplines.
2. Communicates effectively with a broad range of participants and their families.
3. Displays personal organization skills and discipline to maintain well-coordinated nursing department.
4. Carries out Choice in Aging's procedures and documentation responsibilities in a timely manner.
5. Supervises in a manner to ensure quality delivery of nursing services.
6. Successfully provides nursing services to program participants and maintains all nursing records.
7. Must be in compliance with Title 22 and successfully complete State reviews.

**Minimum Qualifications:**

1. Graduation from an accredited program for Registered Nurses and a current California Registered Nurse License are required.
2. Qualified applicants must have knowledge and be sensitive to the physical, mental, and social needs of the elderly. Public Health experience is preferred.
3. Prefer one year of experience working in a health setting with older adults, people with disabilities or Alzheimer's disease.
4. Must possess and maintain clean TB, current first aid and CPR certification.
5. Knowledge of Microsoft Word.

**Typical Physical Demands:**

1. Requires prolonged sitting, some bending, stooping and stretching.
2. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, other office equipment and a motor vehicle.
3. Requires normal range of hearing, eyesight, speech.
4. Requires excellent command of the English language to record, prepare, and communicate appropriate reports and to communicate with employees, outside agencies, and other necessary bodies face to face, by telephone, and by written communication.

**Typical Working Conditions:**

1. This job entails working in a typical office setting, driving, working in different environments such as but not limited to Adult Day Health Care sites.
2. On rare occasions, Choice in Aging may require some weekend or evening training and adjust your schedule to avoid a cost burden on the agency.
3. Occasional evening or weekend work is permitted if it does not exceed 40 hours in a week, 8 hours in a day or 6 days of work in a row.
4. Overtime will only be worked if approved in advance by the President & CEO.

**Approvals:**

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

**Acknowledgment of Receipt**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature