



POSITION: Clinical Nurse

TITLE OF IMMEDIATE SUPERVISOR: Executive Director

DEPARTMENT: Resident Care

STATUS: Exempt/Salary

SUMMARY

The Clinical Nurse is responsible for providing leadership and management of the health and well-being of the residents within the community. Responsibilities include but are not limited to, all resident care programs, quality assurance, regulatory compliance, and assisting in training and onboarding all care staff including nurses, community supervisors, and resident care team members.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completion of a Professional Nursing Program and license to practice as a registered or licensed nurse
- Three (3) years of supervisory and management experience including hiring staff, coaching, performance management, daily operations supervision, discipline, and counseling
- Must successfully clear a background check, TB skin test or x-ray, and health screening
- Current CPR certification
- Must have a valid driver's license
- Current certificate of training for successful completion of the five (5) hour initial fire safety training provided by the Rules and Regulations of the Georgia Safety Fire Commissioner

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Identifies initial and ongoing needs and services of residents through the assessment / Personalized Service Plan (PSP) process
- Ensures proper follow-through and documentation for residents with a change in care needs
- Maintains wellness files according to Orchard policy, federal and state guidelines
- Completes wellness sections of the resident evaluation and assessment and PSP at the time of move-in, semi-annually, and with any change in status
- Completes wellness sections of monthly wellness visits and PSP to accurately reflect the resident on a monthly basis
- Partners with other department directors to identify, review, and discuss potential changes in service/medication levels
- Informs the Executive Director of any changes in medication or service level that may result in a higher tier level or potential move-out
- Ensures weights and vital signs are obtained monthly for each resident prior to completion of the monthly wellness visit
- Contacts resident's attending physician when necessary and or upon family request
- Maintains wellness supplies for the community emergency kits
- Oversee the monitoring of each resident's medication and treatment profile to ensure each medication and treatment is administered as ordered and documented accurately

- Monitors the Medication Room, med charts, and treatment carts for neatness, cleanliness, and availability of medications and expired medications
- Identifies and executes needed collaborations to enhance communities' service provision and marketing efforts with regional and corporate operations teams
- Participates in outside committees and organizations relevant to Resident Care and Alzheimer's/dementia care
- Addresses all issues and/or concerns of resident's family members and ensures prompt resolutions for overall family satisfaction in regard to resident care
- Maintains contact with family and resident when hospitalized either by phone, email, or in person
- Ensures at least one member of the department completes an in-person visit for residents hospitalized longer than 5 days
- Develops guidelines, standards, and practices for Resident Care and programming
- Develops ongoing quality improvement programs for resident services
- Sets standards for resident service delivery including recommendations on staffing levels and roles and responsibilities, pricing strategies, and program differentiation and implementation
- Oversees nurse and care staffing and scheduling according to the operational and budgetary guidelines
- Responsible for interviewing and onboarding new nurses, community supervisors, Certified Medication Aides, and Resident Assistants
- Responsible for overseeing ongoing training and skills competencies of resident care staff
- Provides input regarding all care staff reassignments or terminations in coordination with Human Resources and Executive Director
- Focuses on decreasing turnover and increasing retention of care staff
- Observes Certified Medication Aides/ Nurses at a minimum quarterly or per state regulation to ensure proper medication assistance/administration is being followed
- Actively participates in risk management programs

COMPETENCIES

- Works with integrity; upholds organizational values
- Must be able to work independently and have strong written and verbal communication skills
- Ability to read and interpret documents such as safety rules, operating procedures, policies, and employee manuals- Ability to write reports and correspondence
- Ability to speak effectively in front of others
- Ability to solve practical problems and deal with a variety of variables in situations
- High level of interpersonal skills to handle sensitive and confidential situations and documentation, and interaction with residents' families and families experiencing loss
- Attention to detail to ensure accuracy
- Demonstrates and knowledgeable of the Six (6) Rights of Medication Pass ("Right" resident, medication, dosage, time, route, right to refuse)

ORCHARD EXPECTATIONS:

- Adheres to all Orchard policies and procedures
- Maintains absolute confidentiality of all information pertaining to residents, families, and staff and adheres to all HIPAA rules

- Displays a positive and professional image and attitude in all relationships with residents, families, peers, and in the community- Outlined in detail in the employee handbook.
- Maintains positive communication and team collaboration
- Serves as an ambassador for Orchard at all times
- Demonstrates ongoing responsibility for self-education
- Maintains resident and personal safety regarding occupational health and safety
- Attends regularly scheduled department meetings
- Responsible for maintaining all continuing education and training requirements for various positions within the department
- Attends and participates in onsite training and continuing education as required
- Participates in safety programs, as requested
- Cooperates to investigate employee injuries
- Promotes and supports safety awareness and implements safety operations
- Encourages staff to make suggestions on safety practices
- Participates in regularly scheduled meetings with, Executive Director, department directors, and associates
- Participates in the orientation of new employees
- Participates in volunteer orientations, training, and education as requested
- Maintains appropriate communication with the Executive Director
- Remains updated and communicates state regulation changes to all associates
- Ensures compliance with all state and federal regulations (i.e. OSHA)
- Participates in the risk management programs
- Demonstrates the ability to be innovative and creative and have patience, high energy and resourcefulness in problem solving
- Assists as requested by the Executive Director in a dining room during resident meal times to ensure residents have a positive experience
- Must always be accessible either by phone or email. Voice messages and emails are responded to within 24 hours
- Participates in the Manager on Duty (MOD) rotation
- Ability to work evenings, weekends, and flexible hours when necessary to meet the needs of our residents
- Follows Professional Dress Code policies as outlined in the employee handbook for community and department-specific standards
- Only when necessary, uses cell phone solely for conducting Orchard business in common areas of the community; otherwise follows Orchard Phone Policy.
- Perform other related duties as assigned

ORCHARD STANDARDS

All employees are expected to uphold the Orchard F-A-M-I-L-Y mission and vision.

Love, Joy, Peace, Patience, Kindness, Gentleness, and Self-Control

These are the fruits of the spirit you can expect from the Orchard F-A-M-I-L-Y values and best practices.

F-A-M-I-L-Y



First Impressions

All are welcomed with an authentic and inviting experience into the beautiful, well-organized, and relaxing home we share.

Accountability and Integrity

We value the ability of our team to be reliable, and personally responsible, and to honor their commitment to residents, families, leadership, and one another. Accountability involves a process of seeing the need, owning the next step, and staying solution focused.

Meaningful Moments

When it comes to creating a life worth living, each person has unique and individual needs. We are dedicated to creating purpose and well-being through connection with our team, local affiliates and organizations, and previous community relationships whenever possible.

Information and Communication

We believe knowledge is power and communication is the lifeline to effective collaboration.

Learning and Leading

Curiosity, willingness, and personal action create the professional path to achieving the orchard FAMILY of excellence.

Yes “we can” Attitude

With a can-do character, we are committed to creative solution-focused problem-solving.

ADA Requirements (essential functions)	
Physical Requirements	
Lifting	More than 25 lbs, routinely
	More than 50 lbs, occasionally
Transfer	150 lb. or greater resident weight
Sitting	1 - 3 hours/day
Standing	4 - 5 hour/day
Walking	2 - 4 hours/day
Bend, stoop, squat, and/or twist	Repeatedly throughout day
Climbing stairs	Repeatedly throughout day
Reaching	0.5 hour/day – arms shoulder level
Use of telephone	3 - 4 hours/day
Working under pressure	3 – 4 hours/day
Working rapidly for long periods	2 - 3 hours/day
Use of keyboard/computer, printer, fax, copier	4 – 5 hours/day
Position requires close work; finger dexterity; adequate hearing and vision (with or without correction).	

May occasionally work longer than 8 hours/day.

Cognitive or Mental Requirements

The following cognitive or mental requirements are necessary on a daily basis:

- Critical thinking
- Reading
- Writing
- Mathematics
- Drawing conclusions from written or computer-generated materials
- Analyzing data or report information
- Creating methodologies for accomplishing a goal
- Conducting research
- Implementing recommendations by coordinating persons and/or other resources
- Developing plans, procedures, goals, strategies, or processes
- Clear verbal articulation of the English language

Working Environment

- Indoors
- Possible exposure to communicable diseases
- Skin contact with solvents or other chemicals such as alcohol, acetone, detergents, bleach, and latex gloves
- Exposure to medical equipment with the risk of lacerations or punctures

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. This document is subject to change at any time.