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| Job Title:  Registered Nurse (RN) | Employee Name: |
| Supervisor: Chief Nursing Officer | Issued: November 2011  Revised: February 2014 |

**JOB SUMMARY:** Provides specialized primary nursing care and treatments for

critically fragile children and young adults with special medical and physical needs at St. Mary’s. Incumbents may be required to work a variety of shifts and all services will be provided under a ***person centered model of care and in support of each individual’s ISP***

**RESPONSIBILITIES:**

1. Conduct daily physical assessments of assign residents.
2. Administer medications, treatments and tube feedings as prescribed by the physician
3. Receive, transcribe and implement physician’s orders
4. Manage and administer care to tracheostomy-dependent and ventilator-dependent residents after completing required training.
5. Intervene appropriately in the event of emergencies with residents or staff
6. Document activities related to nursing and medical care in a timely manner and consistent with established formats
7. Safeguard Patients’ Rights
8. Assist in developing and updating the program plans of specific children as a member of interdisciplinary teams
9. Be knowledgeable about, and participate in the provision of Active Treatment Programs for residents
10. Assist with the maintenance of a safe and sanitary environment in compliance with OSHA Regulations
11. Participate in staff meetings and staff development programs as directed
12. Act as communicator between family and staff
13. Accompany residents on appointments, as necessary
14. Transport residents to the hospital, as necessary
15. Assist DSP’s as needed
16. Function as Qualified Mental Retardation Professional as assigned
17. Direct/supervise delivery of nursing care in absence of Chief Nursing Officer/Nurse Manager
18. Act as Charge Nurse as assigned
19. Actively supervise and direct the activities of the Direct Support Professionals (DSP’s) on an ongoing basis.
    1. Make job and break assignments in the absence of a DSP team leader
    2. Ensure their compliance with St. Mary’s personnel policies and procedures as they relate to workplace behavior and appearance
    3. Appropriately correct and/or redirect DSP behavior and activities when such behavior is inconsistent with job assignments or DSP performance standards
    4. Participate in the annual performance evaluation of DSP’s working under your direction
    5. Report insubordinate DSP behavior or any other flagrant disregard of DSP job assignments, duties or established resident care procedures, especially instances of negligence and abuse, to the Nurse Manager or Chief Nursing Officer.

**CONDUCT:**

(In addition to the specifics listed below, incumbent must demonstrate respect and courtesy towards the individuals served here, family members, guests, vendors, and co-workers at all times, and acting as an “ambassador of St. Mary’s,” positively greet others and offer assistance as needed.)

1. Complies with attendance and punctuality policies

2. Works well with others

3. Uses time appropriately

4. Attire is appropriate for job

5. Is respectful and courteous to other staff

6. Is respectful and courteous to visitors

7. Follows instructions with a positive attitude

8. Complies with all policies and procedures

**QUALIFICATIONS:**

1. Must be graduate of an accredited school of nursing
2. Must have a current license issued by the Commonwealth of Virginia or proof of application for such.
3. Must have a minimum of one year experience preferably in pediatrics; medical/surgical experience will be acceptable
4. Must have the ability to make frequent nursing judgements and/or decisions
5. Knowledge, skill and experience in specialized nursing techniques, including the management and care of tracheostomy-dependent and ventilator-dependent residents, preferred.
6. References that reflect a good attitude, dependability, good judgment, and the ability to function independently
7. Must have the ability to make frequent nursing judgments and/or decisions.
8. CPR and Basic First Aid required.

**PHYSICIAL REQUIREMENTS OF THE JOB:**

1. Must be able to sit, stand and walk for variable periods of time.
2. Must be able to lift up to thirty-five (35) pounds independently, and with or without required equipment (dependent upon the weight of the individual), must be able to use proper equipment and procedures to safely lift residents to reposition them, place them in chairs, etc.
3. Must wear approved attire for this position (refer to dress code policy).
4. Must wear company-issued ID badge at all times.

I have read, understand and agree that I can perform the essential functions of this job description, and accept the responsibilities outlined above. I understand my role as a clinical supervisor at St. Mary’s, that this is a primary function of my position, and that fulfilling it is a condition of continued employment.

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Employee’s Signature Date

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Supervisor’s Signature

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| **REVISIONS TO THIS JOB DESCRIPTION** | | |
| DATE | SECTION | Description of revision: |
| **2/13/2014** | **4.Responsibilities** | **Added info re: trachs, ventilators, etc.** |
| **2/13/2014** | **2. Responsibilities** | **Added tube feeding requirement** |
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