

Job Description			
Job Title:	RN Team Leader	Building:	Birchwood Health Care Center
Reports to:	Day staff - Immediate Station Nurse Manager; Evening staff – Afternoon Shift Supervisor; Weekend staff – Weekend Supervisor; Night staff - Director of Nursing	Supervises:	Licensed Practical Staff and Nursing Assistants
Level:	1	Classification:	Non-exempt
Status:	Full-time and Part-time	Date Revised:	September 2004

Job Summary:

The team leader is responsible for total care of residents assigned for the shift. He/she assures that all cares for the residents assigned are completed in such a way as to provide quality care.

Qualifications:

RN licensed in MN. Experience in long-term care preferred, but not required. Must possess the ability to communicate effectively.

Essential Job Functions:

1. Receives report from the nurse going off duty making notations of areas of resident care that require follow-up and special items to be done on that shift.
2. Passes medications and does treatments for residents according to physician orders and established nursing, pharmacy, and infection control procedures.
3. Makes rounds on each resident on his/her team daily and as needed assuring quality care is being delivered.
4. Assesses status of residents; provides treatment and care as needed. Contacts physicians, families, social services, and other responsible parties of changes in condition as appropriate.
5. Assures that all NA/Rs have assignments and that their residents are receiving care as assigned.
6. Completes all necessary paperwork regarding physician orders e.g., transcribing orders, notifying the pharmacy and medical records, charting in the nurses notes, etc.
7. Documents on residents per nursing policies and procedures.
8. Does narcotic check and control drug count at shift change with on-coming and off-going nurse per nursing policy and procedure.
9. Orders and receives medications according to procedure.
10. Starts and maintains IVs per protocol.
11. Updates and maintains resident care plan as needed according to nursing policies and procedures.
12. Completes lab draws as necessary.
13. Makes rounds with the physicians as necessary.
14. Informs ordering person of needed nursing supplies.
15. Acts as a role model in teaching and demonstrating nursing skills to nursing staff as necessary.
16. Orients newly hired licensed staff as assigned.
17. Delivers direct resident care as necessary.
18. Attends training and maintains current nursing license & CPR certification.
19. Completes evaluations as assigned.

20. Attends meetings and inservices on a regular basis keeping with current nursing practice.
21. Supervises NA/Rs assigned to residents on his/her team, counsels and disciplines as necessary.
22. Observes residents rights--providing dignity, privacy and confidentiality.
20. Exercises independent judgment in directing subordinates for the good of the facility.
21. Maintains acceptable attendance levels.
22. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
23. Participates in and supports Quality efforts throughout the facility.
24. Other duties as assigned by supervisor(s).