



# THE PINES

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## AT GROVE MANOR

### PERSONAL CARE HOME

### Wellness Nurse

**Reports To:** Personal Care Administrator

**Definition:** The primary purpose of the job position is to coordinate the overall physical & social well-being of the residents. Other responsibilities include but are not limited to review medications as prescribed by the physician in the manner in which is directed by the policies & procedures of The Pines At Grove Manor, administer & manage medication. The focus of your position is resident care & comfort.

#### Qualifications:

- Graduate of accredited school of nursing
- Current license in good standing with the Commonwealth of Pennsylvania
- Negative mantoux test (TB) and positive personal & employment references
- Ability to incorporate all aspects of nursing in total resident care

#### Duties & Responsibilities

- Be aware of Resident Abuse & Neglect Policy & Procedure & function in that capacity
- Be aware of the Bureau of Human Services Licensing regulations & function in the capacity
- Make resident rounds at the beginning & end of each shift. Participate in shift reports
- Responsible for the direction of personal care assistants to ensure they are following assignments as scheduled in a timely & correct fashion
- Make resident rounds with physicians. Keep doctor lists updated
- Maintain knowledge of residents' conditions to report to physician & families
- Review resident charts for orderly & proper documentation
- Document timely & consistently with care provided to residents
- Receive & transcribe orders
- Administer, manage, & audit medications
- Complete admission & discharge paperwork as needed
- Communicate effectively information with residents & families
- Responsible for medical supply room tidiness & supply needs
- Monitor lab orders & assure that they are completed as ordered

- Complete & update care plans as needed
- Communicate new resident needs to staff
- Attend in-services, staff meetings, & educational seminars
- Maintain a professional attitude
- Observe the dress code with clean & neat uniforms & good hygiene
- Arrive at work on time, prepared to work at the beginning of the shift
- Agree to NOT disclose private health information of any resident abiding in the building
- May need to cover a shift & perform duties required of RCA
- Be flexible

**Physical Requirements:**

- Some physical activity in handling residents, stock, & equipment, standing or walking the majority of the work day
- Required to work with disabled, elderly, emotionally upset, and on occasion, hostile people with the facility
- Must be able to cope with emotional stress of the management position
- Must be able to work with & manage people with varying degrees of comprehension & understanding of the work environment
- Must be able to present, explain, & follow oral & written procedures & instructions

**Working Conditions:**

- Works throughout the Personal Care Department
- Understand that there are frequent interruptions
- Is involved with residents, staff, government agencies, under any & all circumstances
- Is subject to call back duty in the case of an emergency
- Is subject to chemical contaminants, hazardous chemicals, exposure to illness, malodors, dust, & disinfectants throughout the workday

**Acknowledgement:** I have read & understand the requirements of the position of Licensed Practical Wellness Nurse. I accept the position and the responsibilities therein.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_