

Alzheimer's Community Care, Inc.

Position: Program Nurse
Supervisor: Program Manager
Department: Specialized Day Services
Status: Non Exempt
Effective Date: July 1, 2004
Revised Date: October 22, 2013

Position Description: The Program Nurse provides coordination and supervision of the basic health services and needs of the patients in the Specialized Alzheimer's Day Center (SADC). The Program Nurse is responsible for the administration of patient medication, as directed by prescription label, physician orders, and accepted nursing practices. The Program Nurse also assists in the design and implementation of the activity schedule. The Program Nurse assumes the responsibilities and duties of the Program Manager in the absence of the Program Manager. In SADC sites providing weekend services, the Program Nurse serves as the Weekend Coordinator in the absence of the Program Manager.

Position Responsibilities:

1. Supervises and assesses each patient's health needs. Assumes primary responsibility for the development of individual care plans. Identifies recurrent patient problems, symptoms, and behavior changes in written progress notes and alters care plan to meet changing patient and family needs. Maintains appropriate records of patient care.
2. Administers medications to patients according to state and local guidelines and accepted nursing practices. Ensures accurate, appropriate, and timely documentation of administration of medication. Maintains safe and locked storage of all patient medication following guidelines set in the Program Policies and Procedures Manual.
3. Interacts with patient physicians, when needed and/or patient conditions change.
4. Assists in the adherence to state and local licensing guidelines, rules and regulations. Provides information to assist in the maintenance of an accurate and updated SADC Quality Assurance Manual.
5. Identifies problems and variables affecting plans incorporated within an Alzheimer Health Care System. Coordinates or ensures the coordination of appropriate community services and resources for patients and families. Confers with the Program Manager, part-time nursing staff (where applicable), per diem nursing staff, Case Managers, Family Consultants, and other relevant staff/volunteers concerning these needs.
6. Participates as requested in the registration process for all program inquiries. Assists in accurately collecting data and transferring to source documents for file completion.
7. Assists with and supervises the help given for patient's personal care needs. This includes, but is not limited to, toileting, bathing, grooming, dressing, eating, and ambulating.
8. Provides/coordinates emergency care when necessary. Oversees and provides patient personal care and maintains patient safety.
9. Ensures required reports and documentation are accurately completed and submitted in a timely basis and according to ACC policies and procedures.
10. Assists in the acquisition of appropriate program materials, as requested by the Program Manager. Follows all of ACC policies and procedures regarding program expenditures.
11. Maintains positive relations with other adult day care programs, health and human service agencies, SADC host site administration, and cooperative resources.
12. Prepares, reviews, updates patient's individualized plans of care.

13. Participates in ongoing Quality Assurance and Quality initiatives and audits.
14. Assists in the recruitment, placement, training, and evaluation of staff, volunteers, and Senior Companions (where applicable). Assists in arranging appropriate staff coverage in the event of absence or position vacancies. Participates in meetings with SADC staff and meetings with volunteers and Senior Companions regarding changing patient care needs.
15. Assists in ACC outreach and educational efforts.
16. Maintains appropriate activity as required in ACC's hurricane/disaster plan.
17. Travels to other day care to assist in their location when requested by Program Manager.
18. Performs other duties as assigned.

Supervisory Responsibilities: In the absence of the Program Manager, is designated as the Program Manager and is responsible for the supervision of the program staff, volunteers, and Senior Companions. Serves as Weekend Coordinator in SADC sites operating on weekends and supervises all staff/volunteers on duty. Supervises each patient in the SADC.

Supervision Received: Close frequent contact with the Program Manager, communicating mainly verbally and in writing.

Other Position Relationships:

Staff & Volunteers: Works closely with SADC staff members and volunteers as a team.

Governing Structure: None

Government: Works with health and human service agencies.

Public: Moderate public contact with caregivers, patients, physicians, and committed agencies and vendors.

Work conditions may include, but are not limited to:

1. Walks or stands 50% of the time, sits the other 50%.
2. Lifts or assists with lifting in patient transfers from wheelchair to chair, wheelchair to toilet, vehicle to wheelchair, etc.
3. Assists with personal care needs from 0 to 90 times per day.
4. Works in shared group space with moderate to high noise level.
5. Works with frequent interruptions.
6. Works with a Department team of up to 20 people and may interact with up to 60 people daily.
7. During emergency conditions, may be exposed to long working hours and/or heat, rain, wind, or cold.
8. During working hours, may be exposed to offensive odors.
9. During working hours, may be exposed to bodily fluids and is required to implement universal precautions procedures.

Position Requirements:

Education: Licensed as a Practical Nurse with a current Florida license with no restrictions on nursing practice. Must possess current CPR certification. Must have AED certification if SADC site contains an automated external defibrillator.

Experience: Minimum of three years experience working with older patients, psycho tropic medications, and patients with Alzheimer’s disease and/or other dementing illnesses.

Essential Job Requirements of Position:

1. Must be free of communicable diseases. Required to update physical and TB testing annually.
2. May require work in excess of scheduled work hours from time to time.
3. Must be comfortable with public speaking and outreach presentations.
4. Must possess effective supervisory skills for paid and volunteer personnel.
5. Must possess the ability to lift 50 lbs. maximum with frequent lifting and carrying of objects weighing up to 25 lbs.
6. Must possess the ability to frequently stand, walk, speak clearly, hear patients’ communications, stoop, kneel, crouch, reach, and handle program supplies/equipment.
7. Must be able to work indoors or outdoors based on patient needs.

Skills/Abilities: Must be organized and effective with time management. Must be compassionate and possess good writing skills. Must be an excellent communicator with good listening skills. Must utilize effective supervisory skills for paid and volunteer personnel. Must have effective and efficient planning and evaluation skills. Must have a good understanding of mathematics.

Position Resources Provided by ACC:

1. Key(s) to building
2. Alarm code, where applicable
3. Key(s) to medication storage
4. Mileage reimbursement

I have fully read and understand the requirements of the aforementioned job description. I agree that, as a condition of my employment, I will maintain confidentiality regarding all patient and consumer records and ACC financial issues, which may come to my attention. I also agree, as a condition of my employment, I will avoid situations, relationships, activities, and agreements which present a conflict of interest. I also understand that this job description is not intended and is not construed as an all-inclusive list of responsibilities, skills, efforts, or working conditions associated with this position.

_____, 20____
Signature *Date*

_____, _____
Printed Name *Employment Date*

_____, 20____
Signature of Supervisor *Job Title* *Date*