

## BEECHWOOD CONTINUING CARE

### JOB DESCRIPTION

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**JOB TITLE:** R.N. Village Supervisor  
**DEPARTMENT:** Nursing  
**SUPERVISION:** Director of Nursing, Assistant Director(s) of Nursing  
**WORK AREA:** Beechwood West Village and East Village

- I. JOB SUMMARY:** The primary purpose of this job is to supervise the day-to-day nursing activities of the facility during the scheduled shift. Supervision must be done in accordance with current Federal, State and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Nursing, to ensure that the highest degree of quality care is maintained at all times.
- Age Specific Competency:** An R.N. Village Supervisor must demonstrate competency in interacting with the resident population of Beechwood Continuing Care. For purposes of this Age-Specific Competency, the resident population is defined as GERIATRIC (65 years of age or older).

#### **II. ESSENTIAL COMPETENCIES:**

1. Supervises nursing services on assigned shift and is available as a consultant. Receives 24 hour shift report from supervisor at shift end for communication of resident status and clinical needs or issues; concerns related to resident-nurse or resident-physician relationships; any issues relative to visitor/family concerns; and physical plant/equipment problems or issues.
2. Assists in the coordination of nursing services and other health related services to maintain and improve the quality of nursing care.
3. Orients, instructs, guides, evaluates nursing personnel. Introduces, observes, and supervises new procedures.
4. Complies with standards, policies and procedures of the facility as well as NYS and Federal Code.
5. Consults with nursing staff regarding nursing procedures and recommends nursing directives. Makes clinical/environmental rounds on the Neighborhoods on a regular basis to assist in care management or problem-solving measures.
6. Assumes administrative responsibility in the absence of other administrative personnel.

**Job Description**  
**R.N. Village Supervisor**  
**Page 2**

7. Advises, consults with and reports to Director of Nursing, Assistant Director(s) of Nursing and RN Neighborhood Manager, using chain of command on nursing functions and resident care on assigned shift.
8. Advises and consults with R.N. Neighborhood Managers in coordinating health services and planning care of individual residents. Assesses residents exhibiting emergent or special care needs and expedites the care process.
9. Supervises adherence to resident care plan. Participates in staff conferences held to provide information and/or resolve resident care problems.
10. Analyzes and evaluates nursing department needs.
11. Assigns/reassigns staff to meet staffing needs. Arranges for staffing in case of call-ins in absence of Scheduling Clerk.
13. Abides by established policies and procedures of facility and maintains staff awareness and compliance with these.
14. Participates in instructing staff in responding to emergencies including fire. Holds staff members accountable for knowledge of Fire Manual.
15. Interprets principles of good management to nursing staff and implements application of these principles in daily work in cooperation with other resident service staff.
16. Ensures staff awareness and compliance with Resident's Rights and assures Residents of having a clean, comfortable, orderly and safe environment through staff direction.
17. Visits residents as much as is practicable. Visits all new admissions. May assist in notifying physician, family, or relatives when resident becomes critically ill and in case of death. May initiate the packing of resident belongings.
18. Evaluates emergencies and may determine emergency measures to be used, including the use of restraints. Gives or directs emergency treatment required by residents or staff. Notifies physician. In the case of accidents, sees that Incident/Accident Report is completed, and completes Accident Investigation section of accident form.
19. Participates in planning and execution of Staff Development programs through formal and informal instructions. Participates in orientation and direction of new staff in the nursing department.
20. Prepares nursing procedures for Clinical Procedure Manual.

**Job Description**  
**R.N. Village Supervisor**  
**Page 3**

21. Reviews and evaluates work performance against acceptable standards. Conducts evaluation conferences with R.N. Neighborhood Managers and Evening/Night nursing personnel.
22. Recommends staff for transfer, promotion, and special training.
23. Disciplines nursing staff when necessary using Disciplinary Action Forms and recommends for remedial training as needed.
24. Assists in coordinating needs and experiences of nursing students using this facility in established policies, procedures, and plans of care in cooperation with their instructor and Staff Development Coordinator.
25. Collects statistics and prepares and submits records as required. Maintains accurate records.
26. Handles resident or staff appeals/grievances or refers them to the appropriate person. Keeps Director of Nursing fully informed in these areas.
27. Assists in establishing and maintaining good personal and public relations.
28. Continues professional growth through reading current literature and attendance at professional meetings, institutes and workshops.
29. Works with quality in mind at all times and conducts Continuous Improvement audits as needed.
30. Accepts, records, and delivers control medications to appropriate Neighborhood. Maintains CONFIDENTIALITY of all pertinent Resident care and facility information to assure Resident rights are protected.
31. Assures that Residents right to fair and equitable treatment, self determination individuality, privacy, property and civil rights, including the right to file complaints, are followed.
32. Attends and participates in inservice education classes and on-the-job training programs as required. Attends and participates in workshops, seminars, etc. as directed.
33. Interviews applicants for nursing department positions.
34. Responsible for responding to the Asbury Pointe Emergency Call System.

**III. OTHER RELATED COMPETENCIES:**

1. Arranges for or provides resident/family counseling. Participates in discharge planning.
2. Performs duties as listed on job description for R.N. Neighborhood Manager. Serves on various committees as required.
3. Assists in touring groups, potential residents and their families, and others concerned with nursing related functions.
4. Follows all established safety procedures and precautions when operating office equipment.
5. Reports equipment malfunctions/breakdowns and unsafe/hazardous conditions to plant operations and informs supervisor as soon as possible.
6. Maintain, record and administer necessary PPD's for residents and staff as required.
7. Completes other duties as assigned by the Director/Assistant Director (s) of Nursing.
8. Must be CPR certified.

**IV. WORKING CONDITIONS:**

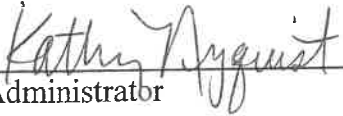
Works in a well-lighted/ventilated office area, as well as throughout the facilities and its premises. Sits, stands, bends, lifts and moves intermittently during working hours. Travels short distances frequently. Is subject to frequent interruptions & pressure from multiple/emergency calls. Communicates with other staff within the department as well as with other departments as required. Subject to hostile and emotionally upset Residents, family members, visitors, etc. Lifting and moving of residents and equipment (with assistance) up to 250lbs.

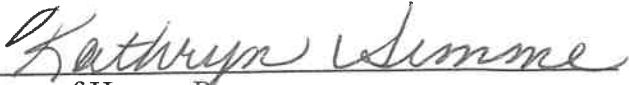
**V. PERSONAL QUALIFICATIONS:**

Must possess the ability to make independent decisions when circumstances warrant such action. Must create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility. Ability to minimize waste of supplies, misuse of equipment, etc. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices. Must be able to read, write and speak English in an understandable manner. Must be able to follow directions. Must present a professional appearance and have patience, tact, enthusiasm and a cheerful disposition when dealing with Residents, staff, visitors and the general public. Must be able to work flexible hours including weekends and holidays.

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Approved by:

  
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Administrator

  
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Director of Human Resources

  
\_\_\_\_\_  
Department Director

I have received a copy of my job description. \_\_\_\_\_  
Staff Member Date