



Lunalilo Home
501 Keēkauluohi Street
Honolulu, Hawaii 96825

POSITION: REGISTERED NURSE

REPORTS TO: Director of Nursing

DEPARTMENT: Nursing Services Department

CLASSIFICATION: Salary Exempt/Non-Bargaining

STATUS: Full Time (40 Hours per week)
Part Time (at least 20 hours but less than 35 hours per week)
Regular Part Time (Weekends <16 hours per week)
Call – in (hours varied according to need)

FUNCTION:

A Licensed Nurse either RN/LPN is on duty between 15-17 hours per day, seven (7) days per week, to supervise the nursing services activities in accordance with physician orders, facility policy, and Department of Health regulations.

In the absence of the Director of Nursing (DON) the Licensed Nurse is responsible for the supervision of all nursing services activities including the supervision of direct care staff in an effort to provide a safe and pleasant environment for the residents.

DUTIES AND RESPONSIBILITIES:

- Make daily resident visits to observe and evaluate the resident's physical and emotional status
- Facilitate and coordinate the ordering of medications and resident appointments which includes transportation when appropriately
- Review the Medication Administration Record for current transcription of information, accuracy and protecting the safety of the resident
- Charting, documenting in the medical records appropriately while maintaining confidentiality

- Keep all Residents' medical records current and in compliance with the Department of Health Regulations
- Complete assigned work for each month including: Monthly Vital (s)/Weights, Monthly Nursing Summaries, Infection Control Log, 72 Hour Charting Log, and POS/MAR/TAR
- Ensure current yearly updates/changes in the following areas: Level Of Care (LOC), Self Preservation, PE, PPD, Dietary, Physician Orders (quarterly), Fall Risk Assessment (quarterly) and Flu Shot
- Ensure that all medications are current and haven't entered into the expiration period
- Ensure all discontinued and discharged medications are properly disposed
- Ensure proper handling and disposal of all narcotics (i.e. signed by (2) two licensed nurses and a record maintained)
- Monitor Daily Narcotic Count and Refrigerator Temperature
- Participate in yearly evaluations of Certified Nurse Aides, and attendants and submit to Director of Nursing
- Observe nursing staff and work practices to ensure that protective devices and safe work procedures are used.
- Manage staff as they assist residents in their ADL's, daily exercise, hygiene, grooming and nutritional programs
- Ensure appropriate podiatry care (every 3 months)
- Ensure residents are dressed appropriately and manicured.
- Continually assess and evaluate each resident's health status, appropriate level of care and record all changes in the medical chart and communicating with the resident's physician and family.
- Responsible for appropriate admissions and discharges of residents
- Responsible for the proper use, functioning and duties of the dispensary.

- Supervise CNAs in their performance of vital signs, blood pressures, and yearly skills review
- Inform the Director of Nursing daily of all incidents related to the residents and nursing staff. Complete incident reports as they happen
- Assign and coordinate lunch and rest breaks per Director of Nursing instructions
- Report missing clothing or mechanical problems to the Director of Nursing
- Receive calls of absenteeism and arrange replacement by calling another Certified Nurse Aide to work for the absent employee
- Provide telephone coverage and record messages in the absence of office personnel
- Receive and record donations after hours and weekends
- Relieve other supervisors as necessary
- Perform other duties as requested by the Director of Nursing

ORGANIZATIONAL RELATIONSHIPS:

- This position reports directly to the Director of Nursing Services
- Will have day to day contact with Residents, family members, visitors, volunteers, and employees at all levels of the organization

JOB SPECIFICATIONS:

- Current/Valid RN/LPN License, State of Hawaii
- Preferred Bachelor of Science in Nursing, from an accredited college
- Geriatric experience or Gerontology Certification encouraged but not required
- Background Check
- Driving Abstract
- APS Check
- 2-Step TB Test
- Current CPR Certification
- Current First Aide Certification