

POSITION: RN Clinical Manager

JOB SUMMARY

The Clinical Manager is a clinically competent registered, professional nurse who assumes accountability and responsibility for a unit of residents/patients and the direct care staff. Effectively interacts with residents, families and staff in a professional, compassionate manner consistent with the core values of the facility. Effectively manages the care process of the residents/patients by coordinating and overseeing the provided care and competency of those entrusted with the responsibility. Coordinates the admission, care planning and discharging processes. Ensure the development of a 24/7 comprehensive care plan for the residents in his/her care.

KEY RESULT AREAS/ESSENTIAL FUNCTIONS OF THE JOB

1. Ensure admission assessments are accurate and completed in a timely manner by supervisor and/or charge nurses. Initiates resident/patient and/or family teaching and education. Formulation of a comprehensive individualized plan of care. Meet the new admit, family/responsible party.
2. Consult with therapy for initiation of programs. Monitor for on-going appropriateness of program and abilities of the resident/patient. Attend quarterly RNP meetings prepared with knowledge of those residents/patients under their unit/supervision. Audit that summaries are accurate and timely every 60 days. Ensures RNP books for both the NAR documentation and black books in residents/patients rooms are up to date. Ensure appropriate residents are referred to the BHS Wellness program.
3. Monitor wounds weekly, documenting on progress/declines with measurements and descriptions. Update families, MD, IDT team as necessary and/or delegates to subordinate RN's qualified to assess wounds while monitoring for accuracy and timeliness. Updates care plan with appropriate interventions and changes. Provide weekly report to DON of skin conditions.
4. Ensure there is an admission temporary care plan available on the day of admission and coordinates and participates in the development of the initial comprehensive resident focused care plan. Updates changes to care plan as issues they occur, with notifications to staff coordinator for updates to NAR assignment sheets. Ensure the CAA process is followed. Involve the IDT, resident/patient and family/responsible party in care planning. Ensure ongoing teaching as necessary and appropriately documented.
5. Ensure unit is properly staffed and consults with DON for concerns. Conducts performance reviews of subordinate staff annually and as assigned. Routes performance

reviews to DON for review. Perform the role of Building Charge or Interim Director of Nursing in the absence of the Director of Nursing. Report signs of an outbreak or suspected outbreak immediately to the Infection Control Preventionist and the Director of Nursing.

6. Ensures policies and procedures are followed. Maintain standards of practice. Conduct audits of care. Monitor for safety and environmental concerns on the unit and reports concerns to maintenance / environmental services.

7. Communicate with the therapy department on progress/declines of the residents/patients on the unit. Follow up on resident/family/staff concerns while maintaining confidentiality. Attend care conferences for the residents/patients on a particular unit.

8. Coach staff that are participating in a succession development plan and adhere to affirmative action requirements.

9. Perform other duties, tasks and/or projects as assigned.

QUALIFICATIONS REQUIRED

- Current state licensure as a Registered Nurse, which must be in good standing
- CPR certified

QUALIFICATIONS PREFERRED

- At least one (1) year of experience in Long Term Care or Health Care
- Management experience
- Ability to coach and council staff as indicated

KNOWLEDGE, SKILLS AND ABILITIES

- Must have good communication – verbal, written and typing skills.
- Must possess managerial skills/aptitude.
- Must be able to read, write and communicate in English.
- Must possess the ability to make independent decisions.
- Must be able to plan, implement, evaluate, delegate, and collaborate effectively.
- Must have critical thinking skills and the ability to effectively prioritize multiple responsibilities.

EOE/AA/V/D/M