

Johnson Memorial Health Services

Job Description

Position: Assistant Director of Nursing (ADON)
Department: Long Term Care Nursing Administration
Reports To: Director of Older Adult Services, Administrator
FLSA Status: Salary/Non-exempt
Days/Hours: 72 hours per pay period (including 8 hours of MDS and Nursing Assistant Class.)
Effective: June 2009 Revised: April 2016

JOB SUMMARY

To assist in organizing and administering the Long Term Care Nursing Department.

ESSENTIAL FUNCTIONS

1) Standards of Behavior

A) Appearance

- * Follow JMHS dress code including wearing name tag.

B) Attitude

- * Treat every resident, family and visitor as our guest and greet everyone.

C) Respect

- * Treat residents, families, visitors and co-workers with respect, dignity, courtesy and confidentiality.

D) Communication

- * Listen attentively to guests, residents and co-workers and respond / in courteous, caring manner.
- * Accept advice.

E) Ownership/Accountability

- * Be responsible to hold self and others accountable to JMHS Standards of Behavior.
- * Volunteer for activities above and beyond job description.

2) Quality Resident Care

- Supervise staff and monitor staff performance.
- Monitor and assist with oral health program.
- Do daily med audits.
- Answer lights promptly and meet the resident's needs.
- Be available to families.
- Develop and update policies and procedures.
- Participate in 8:15 am report.
- Assist with weekly psychotropic drug review.
- Assist with QA projects, including PIPP Projects.
- Complete Investigation and Root Cause analysis as needed for falls.
- Assist in welcoming, orienting, and making all new residents and family comfortable.
- Is alert to resident's spiritual and emotional needs.
- Fill in as charge nurse or primary nurse on the floor as needed.
- Assist in CAN tasks on the floor as needed.
- Assist with scheduling as needed.
- Assist with oversight of the Restorative Program.
- Attend and participate in Quality Indicator (QI) meetings
- Review advanced directives and assure that they comply with JMHS abilities.
- Administer and chart medications and treatments if needed.

3) Communication

- Answer telephones and relay messages.
- Communicate goals and expectations to staff.
- Do notice of admission for new residents.
- Attend swing bed meetings.
- Prepare charts prior to doctor's rounds.
- Communicate with and update medical director.

4) Documentation

- Assist with time cards and complete timecards for payroll.
- Monthly destroy and chart drug destruction.

5) Health and Safety

- Follow infection control techniques to prevent the spread of infection.
- Follow Safe Patient Handling guidelines.
- Participate in daily employee exercise program.
- Investigate resident incident reports for possible abuse and assist with interdisciplinary fall
- Complete maintenance request forms as needed.
- Know and comply with AWAIR (A Workplace Accident and Injury Reduction) program.
- Follow up on employee incident reports and light duty work assignments.

6) Financial

- Assist with budget as needed.

7) Personal and Professional Responsibility

- Participate in and attend professional staff, NA/R meeting, QA meeting, and PAC as required.
- May perform other duties as requested by supervisor.
- Attend pertinent workshops and share information.
- Attend 80 % of departmental, quarterly and other required meetings..
- Complete annual Health Care Academy lessons.
- Be punctual.
- Maintain job classification requirements.
- Maintain good work attendance not to exceed 6 (six) occurrences of unplanned absences in a rolling 12 month period.

8.) MDS Responsibility

- Complete MDS quarterly assessments per schedule.
- Complete initial, annual or significant change in status assessments as needed.
- Assist in completing the care plan for nursing areas using information from the MDS, smart charting, assessments and input from staff and family. Coordinate this with other members of the interdisciplinary team.
- Assist in initial and quarterly care conference as needed.
- Complete nursing assessments related to MDS within time frame.
- Actively participate in admission, discharge planning and quality assurance.
- Monitor and review care notes and department notes to assure they are concise.

- Assist in the completing of medication reviews as needed.
- Help cover the other MDS nurses' vacations/time off.

9.) Nursing Assistant Class Responsibility

- Coordinate and schedule class times with the new employee upon hire to meet approximately 15 hours of class time (5 classes). Day or evening hours.
- Schedule the CNA test with the new employee and schedule retake when needed.
- Follow an agenda/schedule for the CNA class.
- Assist an agenda/schedule for the CNA class.
- Assist the employees in learning the role of the CNA, including the skills. Perform competency and hands on learning during the class as much as possible.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Medicare.
- Monitor and maintain staffing levels.
- Good problem solving skills.
- Good oral and communication skills.
- Ability to organize time and set priorities.
- Interest in gerontology.
- Computer skills.
- Maintain MNDONA Membership and participate in meetings and conferences.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- RN with current license in Minnesota.
- Minimum of 2 years LTC experience preferred.
- Maintain current CPR certification.
- Leadership experience is preferred.

SUPERVISORY RESPONSIBILITIES (if applicable):

- LTC nursing staff (RN, LPN, TMA, NA/R)
- Social Worker, Activity Manager, HH Coordinator, Dietary Manager in absence of DON.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Note: In terms of an 8 hour work occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit					X				
Stand				X	X				
Walk		X							

Employee’s job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			

Crouch		X			
Kneel		X			
Balance		X	X		
Push/Pull (# of lbs. 50)		X			Wheelchairs

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		
11-24 lbs.			X		
25-34 lbs.		X			
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		
Operating moving equipment?		X	
Operating vehicles?	X		
Use of tools?	X		
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?		X	
Working alone?	X		
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?	X		
Weighing and /or measuring?	X		

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent

Indoors	X		
Outdoors		X	
At a desk or bench	X		
In a car or truck		X	
In an office	X		

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?	X		
Noise?	X		
Dust, fumes & gases?	X		
Extreme heat or cold?	X		
Cramped areas?	X		
Working close to electrical current?	X		
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X		X			X

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, **do** **do not** need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____