

Position Title: Unit Manager

Statement of Duties

The Unit Manager (UM) has clinical, administrative and coordination of Resident Care responsibility for units during tour of duty. The UM uses professional knowledge, and experience to design, implement, and manage creative, cost effective, high quality resident care. Duties are descriptive but not restrictive, and not all duties listed are necessarily performed by all members of the class.

Position Functions

Essential Functions

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County
2. Manage daily shift administrative tasks of assigned unit(s), including monitoring daily staffing; relocating existing staff as needed. Managing professional staff, CNA's, and Unit Aides; assess and intermediate in resolving employee problems, coordinating appropriate meetings and interventions; participate in and/or initiates disciplinary action; promote positive employee morale through recognition, verbal, and written acknowledgment; evaluate Charge Nurses, CNA's, and Unit Aides on their assigned units.
3. Responsible for the implementation, and maintenance of innovative, cost effective, high quality resident care, including delegation of responsibilities to nursing staff consistent with abilities, job description, and scope of practice; Work closely with the MDS Coordinator to formulate and implement individualized care plans.
4. Support charge nurses by advising and assisting with medical assessments and trouble-shooting on the units. Insure proper direction and supervision of medication nursing assistants. Follow up on incident reports, medication errors, and initiate corrective actions as needed. Supervise and monitor infection control practices and coordinate infection reporting procedures
5. Initiate preventative care measures to avoid unplanned weight losses, pressure sores, falls, and ADL decline, and update care plans to reflect actions.
6. Actively participate in institution-wide committees and activities; participate in planning for programs and projects; assist DNS with Policy and Procedure

development and review; and attend all mandatory staff/educational meetings as well as non-mandatory meetings as assigned.

7. Respond to emergency calls from the Department of Correction (DOC) in the absence of the regularly scheduled nurse, while in the facility; assume responsibility of Nursing Home in the absence of the Director of Nursing Services and the Administrator.
8. Rotate on-call status with MDS Coordinator and Staff Development Coordinator for telephone consultation, trouble-shooting and emergency staffing needs. Will rotate the responsibility of day supervisor with other unit manager and Medicare Coordinator.
9. Will hold regular staff meetings on assigned units to facilitate communication, and will be in continual daily communication with the Director of Nursing.
10. Assist Social Service personnel in the assessment of applicants for admission; accompany Social Service employee on home visit and complete preadmission assessment in the absence of an admissions coordinator.
11. Follows ANA Standards for nursing practice as well as ANA Standards of Gerontological Nursing; serves as a clinical and professional role model.
12. Assume responsibility for any disaster situation or drill, and coordinate actions and communications between emergency personnel, staff, and administration.
13. Maintain and demonstrate the highest degrees of honesty respect and consistency throughout all interactions.

Other Functions

1. Performs all other duties as required.

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent; be a graduate of a School of Nursing accredited by the American Nurses Association; maintain a current license in the State of New Hampshire as a Registered Nurse or Practical Licensed Nurse without restrictions or sanctions of any kind; or equivalent and have a minimum of two (2) years experience in an Acute or Long Term Care facility; and at least one (1) year supervisory experience, be certified to administer IV's, and may be required to obtain certification for CPR.

A candidate for this position should have considerable knowledge of nursing principles, practices and techniques; considerable knowledge regulations pertaining to the nursing service and home and health care; considerable knowledge of the control elements of communicable diseases, of geriatric care and nutrition; considerable knowledge of medical surgery, surgical geriatric, intravenous and phlebotomy; working knowledge of management practices; be skilled in medical assessment skills, particularly lung, neurological-cognitive, wound, decubitus and emergency care; ability to prepare a variety of reports, such as those dealing with patient care; to establish and maintain effective and harmonious relationships with the staff, physicians, residents and families of patients; to instruct others in health care and hygiene; to receive and follow guidance of others, such as registered nurses and physicians; to perform a great deal of work independently; and to communicate effectively with others, both orally and in writing.

Physical & Mental Requirements

Work is performed primarily in a moderately noisy setting at a nursing home, and may be exposed to toxic or caustic chemicals and bacterial infections or pathogens up to _ of the time; and fumes or airborne particles up to _ of the time. Occupational risks include exposure to hypodermic needle sticks, direct contact with blood or other bodily fluids, HIV, hepatitis, and hostile/aggressive residents.

Physical demands generally involve standing and sitting up to _ of the time; and walking, talking or listening/hearing and use of hands up to _ of the time. Frequently weight is lifted or force exerted up to 10 lbs.; occasionally weight is lifted or force exerted up to 60 lbs. as related to daily lifting and moving of residents. The position has normal vision requirements. Equipment used includes automobile, office machines, personal computers, and a variety of medical equipment.

Job Environment

Work at this level involves both standard and non-standard practices and procedures of a professional nature that may require the incumbent to analyze and evaluate facts and circumstances. Incumbent is expected to process and handle a number of details with accuracy and completeness. In most instances, standard practices and general work applications govern the work activity of the incumbent, but are not always clearly applicable. The incumbent is expected to use considerable judgment in selecting the

appropriate course of action, especially when a resident's health is at risk, and normally the choice is among available alternatives. Errors made could result in personal injury or delay or loss of service. Guidelines and laws need to be followed, but there are often gaps, and incumbent must rely on own creativity and initiative to meet needs.

The incumbent may have occasional contact with the public through visits of families and friends of residents. Other contacts may be with other county personnel, doctor's, pharmacists, emergency services, and other nursing home staff. Contacts occur in person and through use of the telephone, with writing required at times.

Supervision

Incumbent works under the general direction of the Director of Nursing (DON) and must perform duties as assigned, on a daily basis. Assigned work is performed independently following established procedures. Unit Manager is available to resolve unusual problems. Incumbent in this work performs most work duties with a high degree of independence, receiving only broad guidance from superior on administrative matters. Uses initiative in care of residents. Incumbent must be guided by state and local laws and regulations. Work is reviewed on a spot-check basis, review of daily reports, or through further processing for technical accuracy and compliance with requirements. Written and oral guides in the form of standing operating instructions and processing procedures guides are available and cover most situations encountered. A substantial portion of them may be recognized, and there is little interpretation necessary. When instructions do not apply, problems are referred to the Director of Nursing.

The incumbent is responsible for the supervision of work shift consisting of charge nurses, unit aides and certified nursing assistants, all of whom are in the same location (nursing home) but may be located in different locations (floors or units) within this location; and on the same shift performing the same technical functions. The incumbent recommends discipline and evaluates subordinate employees. The incumbent has full access to confidential patient care records. Work changes can generally be anticipated, but are affected by changes in the number of residents and the severity of residents' illnesses. Incumbent works on a fixed shift.

I have read and understand the Job Description for the Unit Manager.

Signature of Employee

Date

Witnessed

Date