



## POSITION DESCRIPTION

**Title:** Program Nurse RN

**Department:**  
Adult Wellness Center

**Exemption Status:**  
Full-time or Part-time  
Exempt

**Reports To:**  
Program Supervisor

**Last Revised:**  
November 2022

**Titles Reporting to Job:**  
None

**Last Reviewed:**  
November 2022

### **Position Summary:**

Under the guidance of the Program Supervisor, this position is responsible for providing ongoing medical monitoring of participants in accordance with the Illinois Department on Aging (IDOA) Community Care Program, for Adult Day Services.

The program nurse assumes responsibility for completing psychosocial and medical assessments on all participants during the intake process and monitors participants' physical wellbeing on a daily basis. This position also prepares participants' plans of care and up-dates them semi-annually. The program nurse also participates in participant care planning processes/meetings in collaboration with other AWC staff.

### **Essential Duties and Responsibilities:**

#### ***Participant Service Delivery***

- Conducts a medical and psychosocial assessment on all new AWC participants as part of the intake process; completes annual psychosocial and medical assessments on all current participants.
- Conducts weekly well-being phone calls to all participants who are not attending the program.
- Prepares participants' plans of care (based on IDOA's or MCO's plan of care and physical examinations) and up-dates them semi-annually.
- Actively participates in participant care planning meetings in collaboration with other AWC staff.
- Closely monitors participants' physical wellbeing on a daily basis.
- Documents incidents and relevant conversations and meetings with participants/caregivers, as well as any follow up activity or actions taken, in the Nursing Notes and/or Progress Notes section of participants' files, and via the program's participant database.
- Completes nurse's notes at least monthly or more often as needed for each participant and secures nurse's notes in each participant file, in a timely manner.
- Completes daily rounds and takes notes to monitor and document progress associated with Participant Care Plans; completes nursing notes.
- Monitors and records blood pressure weekly with the assistance of center's C.N.As.
- Monitors and records weights monthly with the assistance of center's C.N.As.
- Monitors all annual physical examinations and ensures that they are up-to-date.
- Directly manages medication administration to participants, as needed and authorized by physicians.
- Maintains and updates the list of all participants' current medication, as applicable. Documents all medication information, including medication administration to participants, utilizing the program's Daily Medication Log.
- Is responsible for ensuring that all medications are stored and secured/locked at all times, in accordance with agency and program policies and procedures. Ensures that the AWC remains in compliance with the agency's medication management policy, at all times.

- Ensures that all physician orders regarding medication and any diet restrictions, are confirmed and accurately documented in participants' files.
- Sends out letters to caregivers to notify them when medications are running low.
- Updates Medication Logs Monthly.
- Provides consultation and assessment (as needed) regarding participant injuries, which may occur within the AWC (e.g. falls, slips, and other types of medical concerns). Initiates EMS support (911) as needed. Contacts family members/caregivers when any injuries have occurred to participants, as needed.
- Responsible for ensuring that physicals, medications list and emergency contact information for participants and staff is up-to-date at all times.
- Informs participants' caregivers/legal representatives, as well as CCU case managers, of any notable changes in participants' physical health or behavior.
- Provides information and referral to participants or their family members, related to other health-related community resources.
- Ensures privacy for all nursing care provided in the facility.
- Maintains the confidentiality of all participants' medical information.

### ***Program Support***

- Ensures that the program's First aid kit is fully stocked at all times, and is responsible for coordinating replacement of items needed, after any use.
- Solely responsible for the handling of sharps and needles (e.g. Epipen, injections) associated with the care of participants while in the Center.
- Directly manages the safe collection, securing and disposal of all sharps and needles. Serves as the liaison to external vendors (e.g. Medway) to coordinate the regular pick-up and removal of sharps and needles, or whenever needed.
- Under the guidance of the Supervisor or Director, coordinates contractual/temporary nursing services when needed to ensure appropriate nursing coverage within the AWC.
- Monitors medical supply inventory and communicates supply needs to the administrative assistant in a timely manner.
- Facilitates quarterly overviews of emergency procedures to staff.
- Conducts and/or coordinates monthly participant workshops or staff in-service training, as requested by Program Supervisor, regarding health related topics.
- May conduct program tours when needed.
- Prepares nursing and/or monthly service/activity reports, as requested by Program Supervisor.
- May be required to perform other duties, as assigned by Program Supervisor.

### ***Performance & Quality Management***

- Is actively involved and knowledgeable of the agency's Performance Quality Improvement process and supports all PQI activities.
- Incorporates the agency mission, philosophy, and core values into daily work and decision-making.
- Adheres to agency policies and procedures.
- Adheres to the agency's Universal Precaution and Exposure Control Plan policy, including handwashing before and after performing any service to participants.

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- Adheres to the agency's Mandated Reporting policy and reports any concerns regarding older adult abuse or neglect.
- Promptly reports any/all hazardous conditions and situations that pose a threat to staff, participants or agency, according to the agency's Incident / Accident Reporting procedures and IDOA Critical Event Reporting procedures.
- Actively participates in staff meetings and in regular supervision with assigned supervisor.
- Attends seminars and workshops, as requested, to enhance current knowledge and/or skills related to aging issues.
- Nurtures positive and collaborative working relationships with other agency staff as well as outside providers. Cultivates a professional and respectful work environment.
- Submits personal time sheets and is accountable for daily activities within the allowable activities approved by the agency.

**General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform essential functions.

**Education/Experience:**

Minimum Registered Nurse (RN) state credentials required; Prior experience working with older adults is strongly preferred. Must be willing to complete any required onboarding training and ongoing in-service training as needed.

**Certification:**

Must be CPR and RN certified. Must be able to provide written copy of active certification/license.

**Language Skills:**

Must be bilingual (English & Spanish); Must be able to understand and proficiently read, write and speak in both languages.

**Computer Literacy & Knowledge Skills Abilities:**


Computer literacy is required. Must possess the ability to competently and routinely use a computer to enter and/or retrieve data. Must be proficient in the use of Microsoft Office applications including but not limited to: Outlook, Word, Publisher, and Excel; report writing, and ability to access and use the internet and web-based data sites, when needed.

**Mathematical Skills:**

College-level math skills preferred; minimum High School level math skills are required. At minimum, must possess the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Must have the ability to complete reports and vouchers accurately. Ability to read, create and summarize statistical reports is also preferred.

**Operating Environment and Working Relationships:**

Ability to work independently and collaboratively, as indicated. The nurse interacts regularly with supervisor and colleagues, direct service staff, participants, caregivers and other staff throughout the agency. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively with diverse populations. Must demonstrate patience and a supportive demeanor when engaging with AWC participants and their family members/caregivers.

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**Decision Making Authority:**

Under the guidance of the Program Supervisor, the nurse must demonstrate the ability to work independently in executing tasks, utilizing good judgment and sound decision-making; must demonstrate discernment regarding issues or situations, which warrant supervisory attention.

**People Management:**

This position does not supervise others.

**Other Skills or Abilities:**

Must demonstrate excellence in interpersonal communication.

Professional image and presentation expected, at all times.

Must possess good time management and organizational skills.

Must be able to travel to other locations throughout the city or state as part of professional development trainings, conferences or other events.

On rare occasions, this position may require a working lunch.

**Physical Demands:**

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.

While performing the duties of this job, the employee is required to regularly sit and stand, as well as stoop and bend without physical difficulty. Must be able to walk regularly throughout the Center. Must be able to talk with and hear participants and is frequently required to use their hands to assist participants. Must also have the ability to use their hands and arms, in order to reach overhead and front. Must have the ability to assist and support participants in and out of their wheelchairs, when needed. Must be able to lift, push, pull and move a minimum of 50 pounds.

The employee must be able to climb up and down building stairs during a fire-related or other emergency evacuation of participants.

**Work Environment:**


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed within the Adult Wellness Center and on agency vehicles, when assigned. The noise level in this work environment varies from quiet to very loud.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

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- 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.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_