

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-152-8161-003	Date:
Class: Supervising Registered Nurse (SNF)	Name:
The Supervising Registered Nurse (SRN) will be a qualified Registered Nurse (RN) who meets the legal requirements to practice as a professional RN in California. Under the direction of the Supervising Nurse II (SN II), also titled Director of Nursing (DON), the SRN will be responsible for the supervision, nursing care, and practices of an organized nursing unit to ensure 24-hour continuity of patient care. Duties in the Skilled Nursing Facility (SNF) - Memory Care unit include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
20%	Responsible for 24/7 for the clinical operation of the assigned unit and facility. Coordinate multi-disciplinary team meetings on a weekly basis to ensure review of all resident care plans. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in SRN and Nursing Administration meetings and transmit relevant information on a timely basis. Participate in continuing education program to maintain and upgrade nursing knowledge and management skills. Demonstrate willingness to serve on professional committees and contribute in meaningful ways to such.
20%	Work evening or night shift as necessary to determine problems on a 24-hour basis. Cover a weekly supervisor on-call rotation. Make rounds with physician and charge nurse at regular intervals to review treatment program. Act as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care, utilizing the patient care plan and multi-disciplinary staff meetings to ensure continuity of patient care. Serve as a resource person for assigned clinical area. Identify and define recurring nursing problems and assist staff in solution of same. Serve as resource person in keeping unit personnel informed of changes in policy and procedures. Serve as resource to personnel for knowledge of federal and state requirements. Utilize human relations skills in promoting an environment in which the health team can work cooperatively.
15%	Plan staffing patterns and assign staff to meet patient needs on a 24-hour, 7-day per week basis. Responsible for supervising and evaluating the performance of licensed personnel on units including corrective action and counseling as necessary. See that appropriate shift leads provide instruction and oversee staff under her/him according to line of command. Refer employees to Employee Assistance Program and other available resources as necessary. Audit charts regularly to ensure compliance with regulations and to measure quality of patient care. Submit nursing audits to the Nursing Office and take-action to correct deficiencies. Responsible for assuring that staff maintain accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assist infection control nurse in monitoring and reporting.
15%	Provide leadership and direction to Skilled Nursing Facility unit staff. Conduct regular staff/unit meetings and/or 1:1's. Assess employee performance and complete all annual performance evaluations and probationary reports timely. Successfully complete all mandatory supervisory training, including Policy Tech and Relias training, on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Supervising Nurse II.
10%	As necessary, conduct health teaching for patients and families. Regularly monitor and review patient care plans to ensure that nursing personnel and other responsible disciplines are updating and utilizing patient care plans.
10%	Assist staff in identifying rehabilitative potential of individual patients and plan care to achieve and maintain optimum care.

5%	Collaborate with the Nursing Education Department to develop and present in-service education programs for all staff; encourage staff participation. Assist instructors from various colleges in clinical placement of students on units. Responsible, directly and/or indirectly, for orientation of new personnel. Ensure that safety precautions and regulations for patients and staff be observed at all times. Educate staff in optimum standards of patient care; monitor for compliance; attend required trainings; which may include travel. Must maintain a valid license. Ensure that equipment is functioning properly and are stored appropriately.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
OTHER	
Must remain alert at all times during shift and be willing to work with the aged and/or disabled population. Will periodically be required to float between units on a temporary basis. This will be assigned between the SRN staff on an equitable basis. Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Read, write, observe residents' call lights.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff and residents; provide verbal information.					X
SPEAKING: Communicate in English to staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.					X
SITTING: Work station; meetings; training.			X		
STANDING: Waiting for residents.				X	
BALANCING: Trays, carts, linens.				X	
CONCENTRATING: Documentation, verbal and written communication and observing residents.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS OCCASIONALLY:					X
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:			X		
LIFTING UP 25-50 LBS OCCASIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: In closets, food carts, linen carts.		X			
CARRYING: Linens, trays, charts.			X		
CLIMBING:		X			
BENDING AT WAIST: Bed making, emptying linen hampers, and carts.		X			
KNEELING: During range of motion.		X			
PUSHING OR PULLING: Carts, machines, lifts, residents' wheelchairs.			X		
HANDLING: Paper, residents, machines, and medical equipment.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Lifts, carts, vital signs machine, showers, and tubs.				X	
WORKING INDOORS: Facility resident rooms.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Storage room, residents' closets, linen room, med room.		X			

I have read and understand the duties listed on the Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____