

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A

Position No: 574-331-8165-003

Date:

Class: Registered Nurse

Name:

The Registered Nurse (RN) will meet the legal requirements to practice as a professional RN in California.

Under general supervision of the Supervising Registered Nurse, the RN will be responsible for resident care duties in the Intermediate Care Facility (ICF) unit and may act as a lead in the absence of the shift lead. Duties include but are not limited to the following:

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Make rounds and report any unusual resident conditions to physicians and the Supervising Registered Nurse without delay. Transcribe notes and physician's orders. Obtain medications from the Talyst Remote Dispensing Unit (RDU). Administer medications and treatments and update resident records. Assume responsibility for ensuring that consents, laboratory reports, and resident charts are completed. Complete incident reports as needed and submit them in a timely manner.
25%	Interview each resident upon admission and explain the role of the various staff members on the unit. Complete a nursing history and assessment; complete a physical assessment; document findings including skin assessment. Formulate a written plan of care for the residents identifying physical, emotional, and social needs. Orient new residents to the physical layout of the unit, specific unit routine, and the use of the call bell system. Assure that a physical inventory of the residents' belongings is completed, and clothing and personal items are marked with the resident's name.
25%	Formulate a written nursing care plan for each resident in consultation with all unit nursing staff and physicians. Review plans weekly and as indicated by change in resident condition and complete weekly summaries as scheduled. Observe residents frequently; plan appropriate nursing care; and document pertinent information in nurses' notes. Identify rehabilitation potential of individual residents and plan care directed toward attaining optimum level of function as demonstrated by maintaining proper body positioning and body alignment of bedfast residents and maintaining adequate nutritional fluid intake.
5%	Assist in other units as need arises. Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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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: Phone, call lights, residents' conversation reports.					X
SPEAKING: Communicate with 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: Wait for residents.				X	
BALANCING: Trays, carts, linens.				X	
CONCENTRATING: Document updates in resident records; verbal and written communication; observe residents.					X
COMPREHENSION: Understand resident needs; laws, rules, regulations, policies and procedures, content of meetings, training and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:			X		
LIFTING 25-50 LBS:		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; empty linen hampers; empty carts.		X			
KNEELING: When during range of motion.		X			
PUSHING OR PULLING: Carts, machines, lifts, residents' wheelchairs.			X		
HANDLING: Paper, residents, machines, medical equipment.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Lifts, carts, vital signs machine, showers, and tubs.				X	
WORKING INDOORS: Facility.					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 this 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 _____