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| Job Title: **Registered Nurse** | Revision Date: **9/2020** |
| Department/Program: **ADHC/CBAS** | Reports To: **Program Director** |
| Salary Labor Grade: Open | Non-Exempt: EXEMPT |

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| **Job Summary:** |
| Under the direct supervision of ADHC/CBAS Program Director, Registered Nurse is responsible for the provision of ADHC/CBAS nursing services to persons receiving medical care, including assessment, care plan development and monitoring of each participant, per title 22 regulations. Participate in multi-disciplinary team meetings and provide consultation to therapists, families and participants. |
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| **Basic Responsibilities for Job Title:** |
| 1. Provides excellent customer service; a full-time position, during the center’s hours of service  2. Assess each participant to determine needs for personal care and assistance in activities of daily living such as bathing,  grooming, toileting and eating Include these needs in the plan of care and supervise the provision of these services. All  participants must be reassessed at least every six months.  3. Specify short-term nursing goals in each individualized plan of care/IPC.  4. Provide active role as member of the multi-disciplinary team to assess the nursing needs of the participant.  5. Develop the nursing component in the plan of care for each participant capable of benefitting from a continence training\  program.  6. Document (flow sheets) all skilled nursing care provided on the day the service is given and include quarterly signed and  dated progress per title 22.  notes in each participant record.  7. Provide health education and counseling to the participant and family when indicated by the plan of care.  8. Provide assistance to the participant in obtaining medical services from providers other than adult day health staff.  9. Monitor, administer and record prescribed medication as follows: Medication shall be given only on the prescriber=s order.  Participants shall be identified prior to the administration of a drug. Medication shall be administered within one hour of  the prescribed time. Time and doses of each drug administered must be recorded in the participant’s record by the nurse  who gave the drug.  10. Provide training in self-administration of medications to participants.  11. Provide liaison to the participant= personal physician.  12. Provide supportive and restorative nursing as indicated by the treatment plan.  13. Provide observation and monitoring of health status.  14. The nurse will contact 911 and request an ambulance or paramedic unit depending on the condition of the participant.  15. Supervises & signs the Physical/Occupational Therapy aides & Maintenance Flow Sheet, respectively, in the absence of  one or both therapists.  16. May be assigned other duties by the Program Director. |
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| **Basic Responsibilities for all Employees:** |
| 1. Works effectively and professionally as a team member.  2. Produces quality desired results in an efficient manner.  3. Recognizes and accepts responsibility for all parts of the job.  4. Demonstrates honesty and ethical behavior as an employee.  5. Arrives on time and meets daily commitments.  6. Participates in program/organization activities.  7. Communicates accurately and effectively.  8. Serves as an advocate for the health and wellness of individual patients, their families and the community.  9. Performs other duties as assigned by the Program Director. |

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| **Skills and Abilities:** |
| 1. Skills and abilities vested due to education, training and experience as Registered Nurse. 2. Knowledge of Title 22. 3. Good documentation skills. 4. Bilingual (second language) preferred. 5. Be a Team Player. |

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| **Physical Requirements:** |
| 1. Must be able to sit, stand; talk, bend, stoop, in providing care to participants.  2. Physical Fitness in order to assist clients in Activities of Daily Living. |

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| **Environmental Conditions Critical to Performance:** |
| 1. Performs work in an office type environment.  2. Performs work in a Team environment. |

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| **Education and Experience:** |
| 1. Current & valid California License as a Registered Nurse.  2. Experienced in and willingness to be part of multi-disciplinary team.  3. Experienced with physically or mentally impaired adults and/or geriatric population. |

EMPLOYEE ACKNOWLEDGMENT

My signature below acknowledges that my job description was reviewed with me and I understand my duties. Should I have any questions or need further clarification, I agree to contact my supervisor/program director for guidance.

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Employee Name (Print) Employee Signature Date

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Program Director’s Signature Date