



# TEAM LEADER

JOB DESCRIPTION	
<b>Department</b>	Nursing Services
<b>Reports to</b>	Director of Nursing, Assistant Director of Nursing
<b>Reporting to this position</b>	Certified Nursing Assistants, Medication Assistant, Certified, Charge Nurses
<b>Job Classification</b>	<ul style="list-style-type: none"> <li>Nursing Staff</li> </ul>
<b>Position Purpose</b>	Provide nursing care to the residents and supervise the day-to-day nursing activities performed by your team in accordance with current federal state and local standards, guidelines and regulations that govern our facility.

## Required Qualifications

- ❖ A Nursing Degree from an accredited college or university.
- ❖ Current unrestricted license as a Registered Nurse (RN) in the state of Alabama
- ❖ A Minimum of three (3) years of experience as a Registered Nurse with at least one (1) year experience as a nursing supervisor in a hospital, nursing home, or other related health care facility.
- ❖ Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines pertaining to long-term care.
- ❖ Current CPR certification.

## Major Duties and Responsibilities

- ❖ Directs the daily activities of the Charge Nurse, Certified Nursing Assistant and Medication Assistant, Certified assigned to your team in accordance with current federal, state and local regulations and guidelines and established facility policies and procedures.
- ❖ Facilitate Team Huddles with the direct care staff to keep team members aware of any resident changes in condition, scheduled appointments, admissions and discharges
- ❖ Review direct care assignments for Charge Nurses and CNAs and change according to resident acuity
- ❖ Administers medications to residents on an assigned hall.
- ❖ Work as a team member to provide care to a resident when needed such as turning, positioning, bathing, incontinent care...
- ❖ Monitor residents with a decline in condition and keep the attending physician/nurse practitioner informed of changes.
- ❖ Review and report lab and x-ray results to the physician and/or CRNP
- ❖ Notify the resident representative of resident change in condition.
- ❖ Admit, discharge and transfer residents as necessary.

- ❖ Assign weekly summaries and body audits to appropriate staff.
- ❖ Complete Accident/Incident reports as needed and turn in to the Director of Nursing. Ensure that follow up documentation is completed.
- ❖ Transcribe physician's orders to resident charts, medication administration records, treatment records and activities of daily living records.
- ❖ Notify pharmacy of any new physician's orders.
- ❖ Make written and oral reports/recommendations concerning your shift. Give a thorough report to the oncoming Clinical Coordinator or Team Leader at the end of your shift.
- ❖ Assist Charge nurses with starting and maintaining IV therapy, respiratory therapy and obtaining lab specimens as ordered.
- ❖ Maintains the daily census report and submits it to the Business Office as required.
- ❖ Participates in the survey process when inspection surveys arise.
- ❖ Promotes Teamwork, Mutual Respect, and Effective Communication

### **Additional Assigned Tasks**

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor/Administrator/Abuse Coordinator. Protects residents from abuse and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ Prepares and administers medications as per physician's orders, observes for changes and documents accordingly
- ❖ Performs wound treatments as per physician's orders, observes for changes and documents accordingly
- ❖ As a condition of employment, completes all assigned training and skills competency.

### **Personal Skills and Traits Desired/Physical Requirements/Working Conditions**

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.

- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Ability to maintain composure in stressful situations.
- ❖ Resourcefulness.
- ❖ Strong leadership skills.
- ❖ Maintain a positive attitude and possess the ability to work in stressful situations.
- ❖ Ability to coordinate meetings, as well as set and achieve goals.
- ❖ Ability to be organized and efficient.
- ❖ Basic computer skills.

#### **Universal Precautions Risk Classification Categories:**

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

\*The classification for this position is a **Category 1**.

#### **Compliance as a Condition of Employment and Performance Appraisal**

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the supervisor. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.

4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**Reasonable Accommodation Statement**

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above job description and understand the requirements and expectations of the position of Clinical Coordinator at Generations of Red Bay.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date