**Duties of the Weekend Manager**

**Posting of the Weekend Manager:**

The name of the employee acting as the Weekend Manager will be posted at the entrance and nurse’s station to notify visitors, residents and staff of the designated weekend manager.

**Duties:**

1. Notify the Clinical Coordinator and other department staff when you arrive and assist in managing:

a. Callouts

b. Hospital transfers and/or scheduled discharges

c. Family/Visitor Complaints

d. Staff Assignments – have the CNA assignments been made? Who is taking residents out to smoke, etc. Who is assigned to be in the dining room with residents during meals?

e. Is the Dietary Department staffed? Do they have everything they need for the day’s meals and snacks?

2. Interact with visitors, residents and staff. Handle any issue that arises and see it through resolution.

3. Provide tours of the facility as needed.

4. Complete compliance rounds throughout the shift including corridors, common areas and resident rooms. The following items should be reviewed on each round.

a. Odors

b. Linens on the floor of a resident or the shower room

c. Is fresh water and ice available and passed on your shift. Were ice pitchers with resident names and dates replaced on Sunday?

d. Resident gooming- are residents dressed appropriately, hair combed/brushjed, nails clean, incontinent care provided as needed, residents clean, odor free and shaved (if applicable) oral care given after meals

e. Resident dignity – is privacy provided for care, staff knocking on doors as they enter rooms, privacy curtains pulled, window blinds closed during care.

f. Personal items stored properly

g. Common areas clean.

h. Corridors free of clutter.

i. Staff wearing the correct mask and wearing it properly, when facility is in outbreak and/or supposed to be wearing masks.

j. Staff performing appropriate hand hygiene, washing hands and using ABHR when entering resident rooms and after interaction with residents, staff and facility equipment.

k. Are residents wearing their masks when in common areas, when the facility is supposed to be in masks?

l. Are the other infection prevention practices being followed such as social distancing, etc. when in an outbreak and/or when infection prevention guidelines state social distancing is appropriate.

5. Assist as needed with resident activities.

6. Assist as needed with resident meals and/or snacks.

7. Assist staff assigned to screening of staff and visitors as needed and notify the Administrator and DON of the following concerns:

 a. Staff presenting with signs and/or symptoms of COVID-19.

 b. A positive rapid test result

c. Any individual who refuses to follow the facilities guidelines for Infection Prevention.

8. Schedule the meal breaks for the staff assigned to screen and make sure the facility entrance is staffed during their break or any time they must be away from their post.

9. Take laboratory specimens to the hospital.

10. Complete the Weekend Manager Form and give report to the Clinical Coordinator/Nursing Team Leader at the end of your shift then turn it in to the facility Administrator. Attach additional sheets if needed or any other documents you feel should be forwarded to administration.

**Notifications:**

11. If issues arise that you are unable to resolve, contact the Administrator and/or the Director of Nursing.

12. Immediately report any allegations of abuse or neglect to the Administrator and/or Director of nursing. When in doubt of whether the allegation, issue or occurrence is abuse, call for help.

13. When acting as the Weekend Manager, you are not to perform your usual job functions. You should be easily accessible to staff, residents, families and visitors.

14. If you cannot fill your role as the Weekend Manager, you are to notify the facility Administrator as soon as possible. The Administrator is responsible for scheduling weekend coverage.

Revised June 2022