

**Title:** Floor Nurse

**Shifts:** Full-Time 11pm – 7am  
Part-Time 7am – 3pm  
Part-Time 11pm – 7am

**Department:** Nursing

**Reports to:** Medical Director

**Job Summary:** Supervise and coordinate care of residents including administration of medications and treatments.

### **Job Qualifications**

- Education: Graduation from an accredited school or college of nursing.
- Work Experience: 1-2 years of medical-surgical or with developmentally disabled population preferred.
- Equipment Utilization: Use of sphygmomanometer, oximeter, glucometer, thermometer, stethoscope, durable medical equipment, nebulizer and AED machine; catheterize, place/replace G-tube and administered medications and feedings via G-tube; administer oxygen treatment and suction.
- Physical Demands: Ability to lift at least 50 pounds independently.
- Ability to administer CPR. Ability to stand for long periods of time.
- Current RN license in the state of New Jersey.
- Communication Skills: Read, write and speak English. Communication with nurses, DLA, other disciplines, departments, families, allied health professionals, and visitors. Written documentation of all observations, medications and treatments.
- Knowledge of basic computer skills for data entry.
- Required HCS orientation and inservices.
- Possess a valid driver's license in state of residence with no more than 5 points
- Employee shall submit to drug testing prior to employment as well as randomly and for cause
- Must submit to a criminal background check and be determined to be not disqualified by the Department of Human Services prior to hire.

### **Job Responsibilities**

- Administer medications as prescribed
- Document medication administration and medication

- Administer treatments as prescribed
- Assess health status of residents; identify health problems/change in status
- Report health problems/change in status to Resident Care Coordinator, Director of Health Services, or MD as indicated.
- Initiate preventative or corrective treatment to health problem.
  
- Maintain accurate health records including nurses notes, nursing care plans, seizure reports, etc.
- Administer First Aid and treatment as indicated.
- Communicate status of residents to family and/or guardian.
- Communicate identified problems to other departments, including P.T., Case Management, Dietary, Adult Training or Recreation.
- Assist with completion of medical forms, including PRN MARS, TARS, MD orders, follow ups, etc
- Cooperate with HCS and the department staff in any inspection or investigation.
- Assist with MD rounds
- Be familiar with current resident specific information.
- Report identified resident health problems
- Inform of schedule changes in timely manner
- Insure the smooth operation of the unit
- Clearly communicate all concerns and information at the nursing 24 hr shift-shift of report and as indicated
- Provide adequate supplies, re-order medications.
- Communicate pertinent information, regarding assignment during 24 hr shift-to-shift report and as indicated
- Supervise care given by direct care staff.
- Inform and educate direct care staff regarding aspects of care.
- Clarify misunderstanding in fair and objective way.
- Assist Direct Care Manager in completing employee evaluation of Direct Support Professionals.