

## Position Description – Wellness – Registered Nurse

**GENERAL SUMMARY:** Facilitates an environment of Wellness by promoting harmony of body, mind, and spirit through a team approach by offering holistic services to the retired Sisters that advocates and fosters the physical, mental, emotional and spiritual well-being of all individuals. Promotes the maximum independence of each Sister.

**CLASSIFICATION:** Non-exempt

**ESSENTIAL FUNCTIONS**

- Utilize available resources to maintain knowledge of holistic, alternative approaches to common conditions of an aging population. Utilizes approaches such as healing touch, relaxation techniques, guided imagery and use of other non-pharmacological approaches to common ailments.
- Provide on-going assessment and management of health status for the Sisters as needed; including physical, mental, emotional and spiritual status. Participate in their plan of care. Maintain accurate, professional records for each Sister.
- Provide routine nursing care including, but not limited to, diabetes management, emergency care, health status monitoring. This includes treatments such as dressing changes, foot soaks, ear irrigation, application of creams and ointments, and moist heat therapy. Assist with activities of daily living as needed.
- Assist with medication by ordering and delivering medication, “setting-up” supervised medication systems, administering medication and providing over-the-counter medication. Maintain accurate records regarding medications, monitors effectiveness and for side effects. Maintain a record and knowledge of drug allergies. Provide teaching in all areas related to medication.
- Coordinate appointments for medical, dental, vision, chiropractic and other health care providers if indicated. Arrange transportation and a companion when needed. May be required to transport Sisters to appointments. Provide clinic referral form for appointment if indicated. Advocate for the Sister when necessary to assure their health needs are being met.
- Provide in-room nursing care during illness and injury including coordination of meal service to their room.
- Provide teaching in health, prevention and wellness areas.
- Assist with the process of transferring Sisters to Villa St. Joseph.
- Communicate with other members of the Wellness team verbally and through the use of the Communication book. Communicate with other health care professionals and administrator on-call regarding changes in condition and treatment plan.
- Assist with bathing in Parker bath including skin and nail care as needed.
- Provide Sisters with health-related supplies such as hearing aid batteries, incontinence supplies, bandages, ice packs, support hose, and diabetic-care equipment.
- Provide short-term nursing services to FSPA that do not reside at St. Rose. This includes blood pressure monitoring, dressing changes and other treatments; first aid, consultation regarding health status, Parker baths and other services in consultation with Department Director and Administrator.
- Clean and maintain equipment. Report malfunctions to appropriate department.
- Maintain infection control by proper hand washing and following standards of practice for Universal Precautions.
- Utilize proper body mechanics in moving, transporting, transferring and ambulating Sisters. Use a gait belt and other supportive devices as indicated.

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- Attend and actively participate in regular staff meetings. Attend mandatory in-services. Participate in education presentations to other staff and Sisters in cooperation with the Wellness Team.
- Pursue education opportunities to facilitate personal and professional growth and development. Maintains an active Wisconsin RN license. Submit copy of license at renewal.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Available for weekend rotation, holiday rotation and on-call. Must be available within 20 minutes.

Education and/or Experience

- Graduate of an accredited School of Nursing.
- Licensed to practice nursing in the State of Wisconsin.
- Previous work experience in Geriatrics preferred.
- Valid CPR certification.
- Valid driver's license.

Language Skills

- Ability to read, analyze and interpret written communication.
- Ability to comprehend and utilize professional education materials and willing to update required nursing skills.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to document care to Sisters based on professional nursing practice and organizational policies.

Mathematical Skills

- Ability to calculate figures and amounts.

Reasoning Ability

- Ability to assess patient's condition and takes appropriate action.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to apply common sense understanding to carry out detailed instructions, written and oral.

**WORKING CONDITIONS**Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and hear. The employee is frequently required to walk, sit, balance, and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift

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and/or move up to 50 pounds. Specific correctable vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to blood and body fluids and must practice Universal Precautions at all times.

The noise level is usually quiet.

**ACCOUNTABILITY**

The person in this position reports to the Director of Wellness.

**PREREQUISITE:** Physical exam, Tuberculosis screening test

**DISCLAIMER CLAUSE**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Date \_\_\_\_\_