

Job Description:**Weekend Supervisor****Qualifications:**

- Must hold and maintain a current Arkansas Nursing license of RN
- Must have supervision/management skills and exhibit good leadership
- Must have good documentation and organizational skills
- Must be self-motivated and work with minimal supervision
- Must be proficient at basic computer skills
- Must have a positive attitude and work well with visitors, residents, and staff

Supervised By:

- Answers directly to the Director of Nursing

Schedule: Weekends – 8 consecutive hours each day during primary business hours

Duties:

- 1) Upon arrival to facility and prior to leaving facility observe that offgoing and ongoing shifts of LPN's and CNA's do walking rounds and communicate accordingly
- 2) Review 24 hour reports on each unit for new admissions, readmissions, Unusual Occurrence reports, residents who are ill or are having acute change of condition. Do Morning start up on each hall. Assure that all shifts document and respond to the residents' needs appropriately.
- 3) Assess the above group of residents and document the assessment as needed.
- 4) Round in the facility to assure that all residents are clean, well-groomed, and that needs are met. If any problems noted, communicate with charge nurse and follow-up to assure that problems have been addressed by the charge nurse.
- 5) Assist and monitor for code-stat. Assess the situation and assure that the charge nurses are acting appropriately. Assure that extra staff are redirected back to their jobs so that only staff actually involved in the code stat are present.
- 6) Monitor the facility throughout meal services to assure that residents receive their meals timely and that substitutes are offered as needed. Monitor the window as trays are being sent out to assure that they are accurate per the diet card.
- 7) Assure that snacks are offered and passed to residents.
- 8) Perform and document physician ordered skin treatments or assure that nurses on the halls perform them. Assess any new skin problems reported within the shift and assure that the charge nurse has informed the M.D. and the family and has documented the notification. Assure that the documentation is put in Treatment Supervisor's door. The Charge Nurse will be responsible for doing readmit assessments and skin assessments on readmissions, but must assure that the charge nurse's documentation of the immediate assessment is accurate. Notify RN Treatment Supervisor of any issues or concerns with skin in writing.
- 9) Responsible for working as nursing supervisor and report issues or emergencies, allegations of abuse, neglect, or misappropriation of property, critical issues such as fire department or police being called onto the property, extremely irate family members or residents, or other serious problems to the Administrator/DON as soon as possible.
- 10) Responsible for responding to complaints/grievances, assuring that the complaint or grievance is addressed immediately, documented on the complaint/grievance form, and put in the administrator's door. Assure that the charge nurses are involved in Addressing complaints on their assigned halls to prevent further problems.

- 11) Monitor the computerized med system to assure that meds are being given appropriately and timely per physician's orders.
- 12) Monitor the Call light System and print daily reports in order to assure that call lights are being answered timely and that there are no system malfunctions. If malfunction occurs, notify emergency number posted immediately and document in the book.
- 13) Assure that nurses are ordering and receiving meds from pharmacies as needed.
- 14) Attend inservices as scheduled.
- 15) Follow policies and procedures of the facility and all Long Term Care regulations.
- 16) Monitor that staff are taking breaks timely and according to the facility policy.
- 17) Provide disciplinary action on LPN's and CNA's per facility policy and up to temporary suspension. Can make recommendations for termination, but actual termination can only be performed by the administrator. Make sure documentation of disciplinary actions is placed under the HR Supervisor or Administrator's door.
- 18) Monitor that nurses complete all information on resident falls or incidents and that they focus on trying to find the cause of the fall and prevention of future falls.
- 19) Responsible for the overall supervision of the facility and nursing staff during the weekend.
- 20) Assist with other duties as assigned by Supervisor, Director of Nursing, or Administrator as needed.