

- POSITION:** Registered Nurse
- PROGRAM:** Prescribed Pediatric Extended Care (PPEC)
- REPORTS TO:** PPEC/Nursing Director
- SUPERVISES:** Pediatric Clients in PPEC Program

**CHARACTERISTICS OF THIS POSITION:** Day health care: nursing & developmental stimulation for children/youth

### ESSENTIAL FUNCTIONS:

The essential functions of this position include:

- Supports the delivery of a “best nursing practice” day health care program
- Provides nursing care and related services—using the nursing processes of assessment, diagnosis, outcome identification, planning, implementation and evaluation—under the direction of the nursing director based on physician orders and a child’s protocol of care.
- Implements and documents nursing care and related activities under the direction of the nursing director based on physician orders and a child’s protocol of care.
- Educates, instructs, and trains parents/guardians/caregivers regarding their child’s health care.
- Collaborates with other staff in the day health program to foster age-appropriate self care and fine/gross motor, language/literacy, and social/emotional development.
- **Supervises and** provides daily care services to address basic needs, including physical handling of child for wheelchair transfers, positioning, personal hygiene, toileting, dressing, and other such tasks as needed.

These essential functions require visual/hearing acuity, sufficient strength, and the ability to bend, reach, grasp, manipulate objects, pull/push, stoop, kneel, crouch, twist, and lift and and/or carry up to 50 pounds or exert up to 50 pounds of force frequently to move objects or human bodies with or without the use of adaptive equipment. Walking, standing, or working on the floor may constitute at least half of work time. Lifting forces vary with child weight and level of ability to assist in the movement.

Individuals holding this position are required to attend initial orientation and periodic training offered by Redwood, and to complete all training required by Redwood or regulation, including CPR for the Professional Rescuer. Staff members demonstrate accuracy, timeliness, and a commitment to quality, safety and a healthy, clean and orderly environment in compliance with applicable policies, procedures, regulations, licenses, certification, accreditation, and business integrity standards.

**TYPE OF POSITION:** Hourly/Non-Exempt

### WORKING CONDITIONS:

Work is performed with children with special needs/disabilities in PPEC classrooms in Redwood’s building, on the grounds, and in the community. The PPEC Center meets PPEC requirements for HVAC, air exchange, and lighting. The other parts of Redwood’s building are climate controlled with standard lighting. When conducting duties outside of the building, lighting and temperature reflect seasonal conditions. Noise levels are moderate. There is regular exposure to hazardous chemicals, in the form of medications and nursing-care products, and to contagious conditions, such as the common cold and body fluids.

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## PRIMARY RESPONSIBILITIES

### **Supports the delivery of a “best nursing practice” day health care program**

- Provides individualized, holistic, effective and efficient nursing care that uses the nursing processes of assessment, diagnosis, outcome identification, planning, implementation and evaluation.
- Participates in preadmission planning as requested/required.
- Maintains the child’s record in accordance with Redwood policies and procedures.
- Stores and locks all medications in a central, designated location. Secures narcotics under double locks.
- Complies with prevailing and acceptable treatment planning, modalities, and protocols of nursing care.
- Maintains open communication with all disciplines, staff, peers, and PPEC/nursing director.
- Attends regularly scheduled staff and interdisciplinary team meetings.
- Complies with Bloodborne Pathogens Plan and assists in training of staff on the plan as requested.
- Follows written policies, regulations and laws regarding the reporting of abuse, neglect, or exploitation of children.
- Maintains a clean, orderly environment, throughout the day, including compliance with all safety and health regulations.
- Tracks and maintains supplies (wipes, gloves, diapers, etc.) for general program use.
- Participates in monthly staff development programs to maintain quality child (patient) care.
- Monitors safety of children, adults and staff at Redwood.
- Communicates with the Health Department at the direction of the Clinical Director or Nursing Supervisor to obtain recommendations regarding outbreaks of communicable diseases.
- Provides supervision and guidance to classroom staff concerning the promotion of child health and development.
- Reports staff disciplinary issues that need attention to the director of nursing.
- Conducts performance evaluations of staff in assigned classroom.
- Directs the work of volunteers assigned to the classroom.
- Performs other duties as assigned.

### **Provides nursing care and related services—using the nursing processes of assessment, diagnosis, outcome identification, planning, implementation and evaluation—under the direction of the nursing director based on physician orders and a child’s protocol of care**

- Monitors the health status of children upon arrival and periodically throughout the day as needed.
- Completes daily health assessments on all assigned children and provides health screenings on clients as needed and referred by other staff. Screens for contagious or infectious diseases.
- Provides prompt clinical attention to children that exhibiting a change in health condition or signs of illness or injury.
- Responds to medical emergencies, including administering CPR, AED, oxygen, medication for anaphylaxis, first aid, and other emergency nursing response.
- Communicates health and safety needs of children to the director of nursing or designee and other caregivers.
- Implements *Individual Protocol of Care/Treatment Plan* based upon physician’s orders and as established or revised by the nursing director or designee.
- Administers prescribed medications through all routes.
- Provides catheterization and catheter care.
- Provides central line care.
- Provides colostomy/ostomy care.
- Provides gastrostomy or nasal gastric feedings.
- Monitors solid/fluid input & output.
- Provides inhalation treatment and other respiratory care services.
- Administers routine oxygen.
- Provides positive postural drainage and CPT vest treatments.
- Monitors blood glucose.

- Uses pain assessment tools.
- Provides post operative care.
- Provides wound care.
- Provides other prescribed nursing services as identified on the *Individual Protocol of Care/Treatment Plan* based upon physician's orders and as established or revised by the nursing director or designee.
- Assesses, monitors, and documents the effects of prescribed nursing therapies.
- Documents medications, treatments, illness and injuries on individual clinical records, incident reports, and nurse's notes.
- Informs the primary physician and medical director of the results of nursing and other therapeutic interventions.
- Participates in interdisciplinary staffing regarding children's care and progress.
- Monitors that the classroom provides an environment conducive to stabilizing the child's medical condition and promoting the child's development.
- Provides information to PPEC/nursing director for periodic review and updates to each child's protocol of care.
- Reviews and implements all documented and signed changes in orders by the primary physician.
- Performs other duties as assigned.

### **Educates, instructs, and trains parents/guardians/caregivers (caregivers) regarding their child's health care**

- Demonstrates effective methods of communication that values the role, skills, input, and expertise of caregivers.
- Encourages caregivers to express their priorities and concerns.
- Involves caregivers in the assessment process.
- Interprets and communicates assessment results of children to their caregivers.
- Collaborates with caregivers to promote child health and development through information sharing, joint decision making, and care planning.
- Includes caregivers in care-related conferences.
- Consults with caregivers, as needed/requested about health issues, medications, and treatments.
- Educates caregivers about the child's unique health care needs.
- Instructs caregivers in how to provide essential nursing care/therapies in the home.
- Trains caregivers how to meet the developmental and psychosocial needs of their child at home.
- Communicates regularly with caregivers concerning home nursing/care therapies.
- Communicates pertinent information to caregivers about their child's **health status and** progress in achieving learning objectives.
- Respects and provides on-going support for caregivers' preferred level of involvement in daily Redwood programs.
- Communicates incidences of contagious/infectious diseases or other concerns that might impact child health to caregivers.
- Performs other duties as assigned.

### **Collaborates with other staff in the day health program to foster age-appropriate self care and fine/gross motor, language/literacy, and social/emotional development**

- Reviews developmental and educational needs which have been incorporated into the protocol for care.
- Reviews individual program plans, including specific programs and action steps, to facilitate developmental progress.
- Helps establish individual developmental objectives for each child within the childcare environment.
- **Collaborates with other staff to create appropriate learning centers and room arrangement to promote health and support developmental needs of children.**
- Collaborates with other staff to plan daily activities that support children's learning objectives.
- Guides developmental growth of children to support achievement of learning objectives through age-appropriate play, sensory experiences, fine/gross motor activities, music/art, and language/communication activities in the classroom and during community outings.
- Fosters the development of appropriate social/emotional development.
- Interacts with children at the eye level of the children.

- Guides the development of self-help skills including toilet training.
- Adapts learning activities to support diverse abilities and learning styles.
- Guides appropriate behavior and interaction skills through modeling and redirection. Implements behavior management programs as directed.
- Sets up and helps children use assistive/adaptive and computer technology to perform developmental tasks.
- Documents each child's progress on a weekly basis.
- Seeks input about a child's developmental status from other staff, and then reports information at Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP) meetings and Admission & Release Committee conferences.
- Performs other duties as assigned.

### **Supervises and provides daily care services to address basic needs, including physical handling of child for wheelchair transfers, positioning, personal hygiene, toileting, dressing, and other such tasks as needed**

- Provides direction and supervision for classroom staff. Assigns tasks. Schedules breaks.
- Shares all duties related to direct supervision; feeding, toileting, dressing and all other clinical care needs; developmental stimulation; and positive interaction with children in the assigned area.
- Supervises children on community outings.
- Assists with shared duties of the program, including preparation and cleanup of all snacks/meals, assisting with laundry, cleaning of all toys and classroom furniture on a daily basis, etc.
- Implements and manages operational changes in assigned area to comply with revised licensing/accreditation standards.
- Oversees completion or completes attendance records, incident reports, food service forms, and other required records.
- Maintains a safe and healthy environment in compliance with licensing standards of the National Association for the Education of Young Children (NAEYC) and STARS for KIDS NOW.
- Performs other duties as assigned.

### **Expectations for Professionals**

- Manages change in a well-planned manner consistent with Redwood's culture and capability to respond to change.
- Possesses critical thinking and problem solving skills with attention to detail.
- Communicates effectively with individuals and/or groups in both private and public environments.
- Demonstrates flexibility when seeking solutions.
- Demonstrates appropriate culture in alignment with Redwood's mission, vision, philosophy, values and standards.
- Values cultural diversity and best recognizes and utilizes individual abilities, skills, and characteristics when collaborating with others to complete work tasks.
- Employs active listening skills and effective time management skills.
- Demonstrates effective interpersonal communication skills to foster positive working relationships with others.
- Maintains personal accountability in order to achieve results.
- Seeks agreement between internal and external stakeholders to meet the interests of all parties.
- Promotes effective business and public relations for the agency by representing Redwood on request.
- Engages in ongoing professional activities and shows evidence of professional growth resulting from the implementation of professional growth plan.

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### **DESIRABLE TRAINING AND EXPERIENCE**

Requires a minimum of an Associate's Degree/Diploma Graduate in nursing with a current unencumbered license in the state of Kentucky. Minimum of one year's experience in pediatric nursing preferred.

## REQUIRED KNOWLEDGE AND ABILITY

Applicant must demonstrate:

- Competency in the nursing process and nursing protocols for various health conditions.
- A caring, nurturing, encouraging, and patient attitude with children.
- Respect for children and families without discrimination based on race, gender, ethnicity, religion, disability, sexual orientation, or socioeconomic status.
- Commitment to Redwood's mission, vision, philosophy, values, and standards.
- Hearing, vision, and physical strength and ability, including having the ability to lift and handle children/youth as described in the essential functions, with or without the use of adaptive devices.
- Clear speech and expressive language to support client and/or family communication.
- A willingness to work as part of a team.
- Reliable transportation to/from work.
- Professionalism in appearance, actions and behaviors in keeping with assigned role.
- Reading, writing, spelling, and math abilities to support accurate completion of required reports.
- A willingness to develop and sharpen skills necessary for effective performance.
- Acceptable Criminal Background check, Child Abuse & Neglect Registry check and check of KY Nurse Aide Registry.
- Current CPR for the Professional Rescuer certification upon hire and maintenance of annual certification.

*This job description reflects Redwood's assignment of essential functions; describes the general content of and the requirements for the performance of this job and is not to be construed as an exhaustive statement of duties requirements or responsibilities. Redwood reserves the right to change any part of this job description, to assign or reassign duties and responsibilities to this job description as circumstances require.*



# JOB DESCRIPTION

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## Confirmation of Receipt/Compliance Agreement

I confirm that I received a copy of the job description for the **Registered Nurse** position established and last revised in **October 2011**. Furthermore I read, understand and agree to the above job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions and duties of this position with or without the use of adaptive equipment. I agree to comply with this job description as a condition of employment. I understand that failure to comply with the job description will lead to discipline up to and including dismissal from duties at Redwood.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Signature)