

**PACIFIC RETIREMENT SERVICES**  
**Rogue Valley Manor**  
**JOB DESCRIPTION**

Department: Health Center

Incumbent:

Position: Resident Care Manager (RCM)

Reports to: Director of Nursing Services or  
Administrator Health Center

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In the following job description:

E = Essential job duties

N = Non-essential job duties

**POSITION SUMMARY:**

The Resident Care Manager ensures the delivery of person-centered, individualized and clinically competent care. The RCM coordinates and manages the overall care delivered to residents, temporary and permanent, in the Health Center, assuring that services are appropriate to meet resident's needs, in accordance with Federal, State and local regulations.

**JOB SKILLS:**

- E Aware of State and Federal regulations in relation to LTC and/or Skilled Nursing requirements. Completes all applicable documentation related to these regulations.
- E Uses a workable knowledge of professional nursing principles and concepts.
- E Applicable knowledge of supervisory and teaching techniques.
- E Supervises, teaches, coaches and administrates staff functions.
  - a. Facilitates problem solving with team members
  - b. Ensures accountability among team members
  - c. Identifies needs for intervention, education, training, changes
- E Able to communicate and work effectively with others as well as function independently.

**SPECIFIC RESPONSIBILITIES:**

- E Coordinates nursing functions and tasks for residents with the physicians and other health care providers.
- E Develops and implements the nursing care plan for each assigned resident.
- E Delegates and assigns appropriate tasks to assistive team members.
- E Coordinates admissions and discharges with the care team.
- E Oversees the review of medication/treatments sheets.
- E Coordinates appointments and makes rounds with the Private Care Physician (PCP), both in the resident apt or Clinic.
- E Notes and carries out physician orders, or delegates to Licensed Nurses (LN's.)

- E Timely and complete, accurate recording of physician orders, Activities of Daily Living (ADLS,)med/treatment sheets, restorative and nursing activity sheets.
  - i. Consults with direct care team to individualize care/ADL plans
  - ii. Focuses the team on achieving/maintaining the resident's highest level of functioning
  
- E Coordinates care:
  - a. Monitors physical, emotional and cognitive status of residents.
  - b. Identifies residents in need of seeing the PCP
  
- E Actively participates in the Behavior/Psychotropic Review Committee.
  
- E Follows up on all change of condition reports.
  
- E Thoroughly investigates all incidents, providing follow up documentation to DNS and/or Administrator.
  
- E Maintains open lines of communication with resident families/significant others, & Health Care Representatives.
  
- E Coordinates and leads weekly resident care conferences &/or participates in Transfer Committee, as applicable.
  
- E Takes Administrative Call as assigned.
  
- E Assumes a leadership role in one of the following areas as assigned:
  - a. Staff Development
  - b. Quality Assurance
  - c. Infection Control
  
- E Must possess a current valid Oregon Driver's License and be insurable by PRS's insurance carrier.
  
- E Other duties as assigned.

**JOB SPECIFICATIONS:**

**Hours:**

Administrative exempt position, requiring a minimum of 40 hours per week. Work hours shall remain flexible to meet the needs of the facility and it's operations. Takes Admin. call as assigned.

**Knowledge:**

Valid Oregon Registered Nurse license.(E) Must have no less than one year of professional nursing experience.(E) Within nine months of hire, must have 3 credit hours from an accredited school, or 30 hours of continuing education hours related to gerontology, rehab, or Long Term Care.(E) Also, within nine months of hire, must have completed 3 credit hours from an accredited school, or 15 hours continuing education related to management or supervision.(E)

Independent Judgement:

Possesses the ability to work independently and make sound judgments concerning all aspects of patient care.

Relations with Others:

Job role requires extensive interaction with residents and staff. Requires a high level of tact, persuasion, judgement, integrity and timing. Ability to effectively communicate and handle difficult situations. Must be able to motivate others to strive for excellence in the delivery of patient care. May require private meetings with residents and family members.

Working Conditions:

Light to moderate physical conditions. Some walking, bending, stooping, twisting, reaching, handling, carrying, pulling and pushing.(E) Lifting of 50 lbs. or more in providing patient care.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, and patients/residents, and visitors.

Blood Borne Pathogen Job Classification:

Category I

HIPAA Requirement:

Maximum

Impact of Actions:

Actions effect the quality of care delivered by other nursing staff and the overall quality of patient care.

Supervisory responsibility:

Responsible for the indirect supervision of all Restorative Aides, RN's, LPN's and CNA's.(E)

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

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Employee Signature

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Date

5/03kc

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MATERIALS HANDLING			EFFORT			LEGEND:					
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day						
Lifting 0-10# from 5" to 68"	X	Freq	Medications to residents	< 1 min.	Up to 20x/hour	Freq.	% of day		# of times per hour		Min. per hour
Lifting 11-25# from 27" to 76"						Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-50 # from 30" to 62"	X	Rare	Assist with transferring residents	<1 min.	1 x/day	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 25 feet	X	Freq	Medications to residents	<1 min.	Up to 20x/hour	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 25 feet						Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-60# 15-100 feet	X	Rare	Assist with transferring resident	<1 min.	1 x/day	Effort: List actual measurement in seconds or minutes per event.					
Pushing 15-30 # of force, 15-50 ft at 45" height	X	Occ	Wheelchairs, medication cart	1-2 mins.	~ 5x/hour	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 15-30 # of force, 15-50 ft at 45" height	X	Occ	Wheelchairs, medication cart	1-2 mins	~ 5x/hour	ENVIRONMENTAL FACTORS					
Reaching: above shoulder 55", out to 26" in front. (# of inches)	X	Occ	Get medication cups, water cups	<1 min.	~20x/hour	Time Spent:	Outside <input type="checkbox"/>	Inside <input checked="" type="checkbox"/>	Comments:		
Reaching: At or below shoulder to 16" (# of inches)	X	Occ	Open lowest medication drawer	NA	5x/hour	Temperature:	Normal <input checked="" type="checkbox"/> Heat <input type="checkbox"/>	Temp Change <input type="checkbox"/> Cold <input type="checkbox"/>	Comments:		
Grasp/Power grip:	X	Occ	Hold medication cart handle	1-2 mins.	~ 5x/hour	Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>		
Pinch:	X	Freq	Pick up medications, writing, lock med cart	<1 min.	21x/hour	Atmosphere:	Dust <input type="checkbox"/> Odor <input type="checkbox"/>	Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>		
Fine Manipulation/ Dexterity:	X	Freq	Dispensing meds, writing	1-5 mins.	21-40x/hour	Hazards:	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>		
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/> Footwear <input type="checkbox"/>	Safety Glasses <input type="checkbox"/> Gloves <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/> Other:		
Bend	X	Occ	Assist resident transfers, dispense meds	>1 min.	1-5x/hour	Sustained Vibration:	# of min	Intensity	Other:		
Kneel (may crouch instead)	X	Occ	Open lowest med cart drawer	<1 min.	1-5x/hour	Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Crouch (may kneel instead)	X	Occ	Open lowest med cart drawer	< 1min.	1x/hour	Speaking	x	Const	Touch	x	Const
Climbing ladder/stairs	NA					Hearing	x	Const	Taste		
Walking/Standing	X	Const	Delivering medications	1-3 mins.	50 mins/hr	Vision	x	Const	Smell		
Sitting, Sustained	X	Rare	Patient charting	1-5 mins	1x/hour	Color Discrimination	x	Const	Balance		
Upper Extremity:						PDC Level Comments: MEDIUM					
Reaching to shoulder height (47")	X	Occ	Recording med pass	1-5 mins	Up to 20x/hr	<p style="text-align: center;"><b>Rogue Valley Manor</b>  <b>JOB ANALYSIS-Physical requirements</b>  <b>RN/LPN/CMA</b>  Signature Pam Ames, PT License # 3472 7/14/05</p>					
Repetitive front to side arm movement	NA										
Repetitive pronation/supination	X	Freq	Lock med cart	NA	21x/hour						
Impact to thumb ~5# force	X	Freq	Unlock med cart	1 sec.	21x/hour						
Keyboarding/10 key	NA										