

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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## NURSING UNIT COORDINATOR

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### DEFINITION

Coordinates clinical and non-clinical activities and performs reception and clerical support functions for a nursing care unit; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Transcribes doctor's orders by recording the order on the resident's medication and care kardex, identifying controlled drugs and establishing a discontinuance date for them, schedules the time of day and number of times per day medications are to be administered, and notifies the pharmacy of the order.

Assists with the admission of new residents by preparing a medical chart and medication sheet, establishing vital sign norms, assigning bath schedules, requesting admissions laboratory tests, and sending referrals to the dentist, optometrist, podiatrist, etc., as directed by the nursing staff.

Assists with the transfer of residents to other nursing care units, Veteran's Administration or university hospitals by compiling all medical information for the resident from nursing care plans and charts indicating diagnoses, medications, treatments, allergies, vital norms, diet and ambulation; arranges for most feasible time for transfer and notifies other departments of the transfer.

Assists the Public Health Team with mass inoculation programs for pneumovax, influenza, TB and tetanus by securing signed consent and information forms and assisting residents with their clothing during the inoculation.

Schedules appointments for residents for annual physicals, laboratory work, physical therapy, beauty or barber shop, etc., by notifying the nursing staff of residents due for annual physicals, scheduling pre-physical laboratory work and insuring that medication is administered as required by the specific tests to be completed.

Receives and directs visitors to the unit, answers the telephone and relays messages to the proper staff, keeps track of the whereabouts of all staff members and residents, answers calls for assistance from residents, and covers for the unit when the clinical staff are in meetings.

Maintains daily census sheets on all residents in the unit so that all residents can be accounted for on any given day to justify reimbursement of federal funding.

Prepares a variety of monthly reports indicating the number of laboratory tests administered, admissions, transfers, deaths, furloughs, resident accidents, etc., following established institutional procedures and formats.

Prepares new medication sheets monthly for each resident on the unit to insure proper medication is given at proper time intervals, updates resident charts which contain nurses and doctors progress notes, histories, lab and x-ray reports and reports from private hospitals.

Performs a variety of tasks to assist residents such as explaining Veterans Administration and Social Security checks, ordering cigarettes and beer when prescribed, delivering mail, taking clothing to the laundry, sewing room or dry cleaner, and assisting with writing correspondence.

Maintains an inventory of medications and stock supplies on the unit such as laundry soap, bleach, hand soap, juices, milk and coffee by estimating the needs, conferring with medication charts, and preparing requisitions.

### COMPETENCIES REQUIRED

Knowledge of the general organization and activities of an institutional nursing care unit and the various departments interacting with the unit such as Physical Therapy, Pharmacy, Social Services, Dietary and Laboratory.

Knowledge of the clerical support procedures required in admitting, discharging or transferring residents such as preparation of medical charts, establishing vital sign norms, scheduling laboratory tests and preparing patient medical treatment histories.

Knowledge of the nursing care unit's procedures for completing medical forms such as laboratory slips, doctor's order sheets, nursing care forms, and medication sheets.

Knowledge of medications and medical terminology required for transcribing doctor's orders to schedule time intervals for meds passing and to establish time limits for various controlled drugs such as antibiotics.

Knowledge of the procedures for estimating and ordering medications and stock supplies such as soap, bleach, juices, milk and coffee used by the nursing care unit.

Ability to establish and maintain effective working relationships with professional treatment staff, supervisors, and other employees.

Ability to establish and maintain effective working relationships with institutional residents and to deal with each resident sympathetically and tactfully.

Ability to transcribe doctor's orders for medications and laboratory tests, establishing time schedules for administering medications and scheduling laboratory tests in conjunction with specific preparation orders.

Ability to maintain medical charts and treatment records.

Ability to prepare a variety of clinical and non-clinical reports to comply with state and federal reporting requirements.

Ability to organize and carry out work assignments in an environment where interruptions are frequent.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of two years of full-time clerical work experience involving the use of medical terminology;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of one year of full-time work experience as a Resident Treatment Worker, Pharmacy Assistant or a position providing nursing care or clerical work in a state institution providing medical services shall be considered qualified.

Effective Date: 06/08 SH