***Wellness Director Responsibilities***

**Operational Duties**

|  |  |  |
| --- | --- | --- |
| **Duties** | **Frequency** | **Area** |
| **Supervision of Staff** | **Daily** | **All Buildings** |
| **Training (Training Manual Req. and Medications)** | **On-hire/Semi-Annually/Annually/PRN** | **All Buildings** |
| **On-going Training** | **On-going** | **All Buildings** |
| **Supervising and coordinating all resident medical issues, and communicating to family** | **Daily** | **All Buildings** |
| **Adherence to all governing policies Local/State/Federal** | **Daily** | **All Buildings** |
| **Maintenance of Employee Medical files and Resident Medication Administration** | **On-going** | **All Buildings** |
| **Blue Step Entries** | **Daily** | **All Buildings** |
| **On-Call Reporting of Nursing Issues / Emergencies** | **On-going** | **All Buildings** |
| **Submission of Reportable Incidents** | **PRN** | **All Buildings** |

**Quality Assurance / Resident Care Duties**

|  |  |  |
| --- | --- | --- |
| **Participate in QA Meetings** | **Monthly / PRN** | **Property** |
| **Pre-Admission Meetings** | **Prior to Resident move-in** | **Al and Memory Care** |
| **QA checks for receiving Rx’s** | **On-delivery** | **Al and Memory Care** |
| **LOCA Assessments** | **Prior to move-in, change in condition, annually** | **Al and Memory Care** |
| **Incident / Accident Reporting** | **PRN** | **Al and Memory Care** |
| **Admission Assessments** | **On-move in/Reviewed by RN** | **Al and Memory Care** |
| **Service Plan Establishment** | **On-move in / Annually / Change in condition** | **Al and Memory Care** |

**\*All assigned duties are expected to be completed by said manager, or to be enforced / monitored when designees carry out.**

**Reviewed by:**

**Director of Operations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**