

Nursing Department Unit Leader Job Action Sheet

Name: _____ Date: _____

Title: _____ Reports to: _____

Item	Completed	Initials
Brief supervisor as needed		
Ensure delivery of resident medical needs		
Assess special medical situations		
Coordinate oxygen use		
Relocate endangered residents		
Ensure availability of medical supplies		
Secure patient records		
Maintain resident accountability and control		
Supervise residents and their release to relatives, when approved		
Ensure proper control of arriving residents and their records		
Screen ambulatory residents to identify those eligible for release		
Maintain master list of all residents, including their dispositions		
Contact pharmacy to determine: <ul style="list-style-type: none"> • Cancellation of deliveries • Availability of backup pharmacy 		

Item	Completed	Initials
<ul style="list-style-type: none"> Availability of 3-days of medical supplies 		
Assist with patient transportation needs		
Supervise emergency care		
Use Medication Administration Records (MAR) to verify patient/resident locations		
Ensure adequate medications and medical supplies are available		
Periodically check medications and medical supplies		
Review and prioritize patient/resident care requirements		
Coordinate staffing needs		
Supervise patient/resident transfer from the building		