Task list by mansion

# Chief nurse

## Accept beneficiaries

## Add personnel

## Remove personnel

## Schedule personnel meetings

## Manage personnel urgent leave

## Manage personnel programmed leave

## Schedule personnel monthly shifts

## Manage Doctors Requirements

## Manage rooms maintenance

# Chief nurse assistant

## Dispatch team works

## Schedule client’s external visits and exams

## Manage personnel urgent leave

## Inventory management

## Prepare medical tour

# Nurse

## Evaluate client’s clinic and mental health

### Determine dependence level by fundamental need

## Administer and monitor intravenous medications

## Administer and monitor oxygen therapy

## Manage decubitus ulcers bandages

## Monitor daily hydration balance

## Monitor respiratory exercises

## Take blood samples

## Administer insulin therapy

## Administer oral antidiabetic medication

## Monitor capillary glycaemia

## Administer and monitor intravenous heparin therapy

## Administer and monitor intravenous nutrition

## Administer and monitor parenteral nutrition

## Monitor neurological signs

## Monitor neurovascular signs

## Monitor and manage irregular fecal elimination

# Auxiliary nurse

## Administer oral medications

## Manage simple wound bandages

## Monitor capillary glycaemia

## Monitor basic vital signs

# Beneficiaries attendant

## Distribute meals

Assist partially autonomous clients

Feed dependant clients

Refer any anomalies and changes (deglutition difficulties)

## Daily toilets and clothing

Assist partially autonomous clients

Clean dependant clients and put appropriate clothes

Send dirty clothes to cleaning

Provide necessary prosthesis (dental, hearing, walkers…)

Refer any anomalies and changes (autonomy, loss…)

## Manage elimination

Assist partially autonomous clients by providing tools

Change diapers

Refer any anomalies and changes (ulcers, irritations, unusual color or smell, quantity…)

## Provide help with mobilisation

physical activities and routine tasks

## Accompany clients outside the department

for exams, visits and explorations with appropriate transport means.