The Goodman Group®



FOREIGN NURSING SPONSORSHIP PROGRAM

Overview

Who is The Goodman Group?

The Goodman Group (TGG) is a Minnesota based management company with more than 50 years of experience developing and managing senior living and health care communities, residential communities and commercial properties throughout the United States. TGG has developed and coordinated a foreign sponsorship program with a focus on staffing qualified registered nurses (RNs) and certified nursing assistants (CNAs) in a skilled nursing facility setting.

Does TGG sponsor RNs and CNAs?

No. TGG neither sponsors nor employs RNs or CNAs. **TGG will not be your employer at any point in time.**

Is TGG a staffing agency?

No. More than twenty years ago, TGG's Founder and Visionary, John B. Goodman, identified the growing need for qualified nursing staff in the skilled nursing facilities (SNFs) managed by TGG. Under his guidance, the Foreign Nursing Sponsorship Program was developed to provide the SNFs managed by TGG with an additional path to qualified and caring nursing staff. The current sponsorship event is held on behalf of the SNFs managed by TGG. Each individual SNF issues an offer of employment-based sponsorship on behalf of its ownership group. The offer of employment-based sponsorship will be issued by a SNF, not TGG.

Is a SNF the same as a hospital?

No.

- In a hospital, care is generally higher acuity and patients come and go quickly
- A SNF typically has 3 main types of units
  - Sub-Acute. Residents admitted with higher acuity, post-surgery; post CVA; wound care; IV medications; trachs; dementia care, rehabilitation needs that discharge from hospital, etc.
  - Long-Term Care. Typically Residents are stable with chronic medical issues, including diabetics, wound care, dialysis, oxygen care, etc.
  - Pearl Garden (Memory Care). Residents with dementia or behavioral issues. Typically a secure unit. Typically stable with chronic medical issues, including diabetics, wound care, dialysis, oxygen care, etc.
- In a SNF, we provide care and nurturing for **"Residents"** not "Patients"
- In a SNF, you will build relationships
  - We become the Resident's "family" in many cases and they become ours.

- We have the honor of taking care of an extraordinary population of people. Geriatric nursing is not often a field immediately considered or sought but if you open your heart to it, you will be rewarded with meeting and knowing some of the most amazing people in your life.

What is a normal case load for nursing staff in a SNF?

- In a SNF, there is a larger number of Residents to care for per RN
  - 20+ Residents/RN on the sub-acute units
  - 30+ Residents/RN on memory units
  - 30-60+ Residents/RN on long term care units depending on shifts (day vs evening vs night)

- Depending on the shift and unit, the RN will work with 1 or more CNAs who work closely with patients and are responsible for assisting with activities of daily living.

- Depending on the shift and unit, a Medication Technician (MedTech) may be available.

What is expected of nursing staff in a SNF?

- Flexibility, understanding and willingness to be part of a team

- Nurses in a SNF perform blood draws, PICC lines, respiratory treatments, insert catheters, perform wound care, end of life care, dementia care, supervise staff, work directly with medical providers and families of Residents, all while administering medications and performing basic nursing care. Acuity is less than the hospital and equipment is different. Example: Residents generally do not need to be on monitors.

- CNAs in a SNF perform basic Resident care, (ADLs) such as bathing, grooming, feeding, assisting nurses with medical equipment, and checking vital signs such as temperature, pulse, blood pressure, and respirations. Social interaction with Resident is an important role

- Because Residents remain in a SNF longer, there are more compliance requirements that involve significant documentation and paperwork although recordkeeping is primarily through an electronic medical records system. Proper training is provided.

What does a typical day in a SNF look like?

Example of a 12-hour day shift:

RN	CNA
❖ **0630-0700:** ✓ receive endorsement from NOC (night) shift ✓ morning huddle with day staff to plan day ❖ **0700-0715:** insulins before breakfast ❖ **0715-0900:** large morning medication pass during breakfast ❖ **0900-1030:** morning treatments, discharges leave by 1100 ❖ **1030-1100:** lunch blood sugars and Insulins ❖ **1100-1300:** lunch med pass (independent and dependent dine) ❖ **1300-1630:** ✓ take a lunch break ✓ do afternoon treatments ✓ daily charting ✓ assessments ✓ process physician orders ✓ admissions usually come during this time period ❖ **1630-1700:** dinner blood sugars and insulin ❖ **1700-1800:** Dinner meds ❖ **1800-1830:** ✓ finish charting ✓ prepare for NOC shift ✓ prepare med cart and nurse station for next shift. ❖ **1830-1900:** give endorsement to next shift	❖ **0630-0700:** ✓ receive endorsement from NOC (night) shift ✓ morning huddle with day staff to plan day ❖ **0700-0900:** get Residents up for the day ADL cares ❖ **0900-0930:** breakfast tray pass; assist in dining room ❖ **0930-1030:** toilet Residents/to activities/lie down ❖ **1030-1100**: document cares ❖ **1100-1300**: lunch get up's and assist in dining room ❖ **1300-1630**: ✓ take a lunch break ✓ document cares ✓ baths ❖ **1630-1700**: dinner get ups ❖ **1700-1800:** assist with dinner ❖ **1800-1830:** ✓ finish documentation ✓ prepare for NOC shift ❖ **1830-1900**: give endorsement to next shift ❖ **Throughout the day:** ✓ answer call lights ✓ turn & position ✓ check and changes ✓ complete documentation ✓ tasks as requested by RN
Events that you may encounter in addition to a typical day: - incident charting - change in condition and all of the processes that go along with that - sending someone to the hospital - treating an acute event in the facility - family concerns - CNA concerns (the RN is the supervisor of the unit and CNAs assigned to the unit)	Events that you may encounter in addition to a typical day: - assist with activities preparation - prepare Resident for outings - Resident family concerns - RN concerns (the RN is the supervisor of the unit and CNAs assigned to the unit) - participation in family care conferences

Example of a 8-hour day shift:

RN	CNA
❖ **0530-0600:** ✓ receive endorsement from NOC (night) shift ✓ morning huddle with day staff to plan day ❖ **0600-0700:** early morning medications and blood sugars ❖ **0700-0715:** insulins before breakfast ❖ **0715-0900:** large morning medication pass during breakfast ❖ **0900-1030:** ✓ morning treatments ✓ take my lunch ✓ daily charting ✓ discharges leave by 1100 ❖ **1030-1100:** lunch, blood sugars and insulins ❖ **1100-1300:** ✓ lunch, med pass (independent and dependent dine) ✓ daily charting ✓ assessments ❖ **1300-1330:** ✓ finish charting ✓ prepare for NOC shift ✓ prepare med cart and nurse station for next shift ❖ **1330-1400:** give endorsement to evening shift	❖ **0530-0600:** ✓ receive endorsement from NOC (night) shift ✓ morning huddle with day staff to plan day ✓ complete walking rounds ❖ **0600-0800:** get Residents up for the day ADL cares, baths ❖ **0800-0900:** breakfast pass trays assist in dining room ❖ **0900-1030:** toilet Residents/to activities/lie down ❖ **1030-1100:** lunch ❖ **1130-1200:** get Residents ready for lunch ❖ **1200-1230:** assist with lunch ❖ **1230–1330:** toilet Residents/to activities/lie down ❖ **1330-1400:** give endorsement to evening shift ❖ **Throughout the day:** ✓ answer call lights ✓ turn & position ✓ check and changes ✓ complete documentation ✓ tasks as requested by RN
Events that you may encounter in addition to a typical day: incident charting change in condition and all of the processes that go along with that sending someone to the hospital treating an acute event in the facility family concerns CNA concerns (the RN is the supervisor of the unit and CNAs assigned to the unit)	Events that you may encounter in addition to a typical day: assist with activities preparation prepare Resident for outings Resident family concerns RN concerns (the RN is the supervisor of the unit and CNAs assigned to the unit)

What is the work commitment if I receive an offer of employment-based sponsorship?

- Pre-Deployment:
  - RN: The position is for a bedside nurse which means you must have direct patient care experience.
    - Nurses with less than 6 months of fulltime direct patient care experience may not be eligible. Eligibility is dependent on review of experience by Sponsor.
    - The offer of sponsorship and employment is contingent upon you maintaining direct patient care responsibilities (e.g., ICU, ER, Med/Surge or orthopedic nursing) until you deploy to the US. You must work at least one shift per week for a total of (32 to 40 hours per month.)
    - If an offer of employment-based sponsorship is extended, you must secure an acceptable direct patient care position within 90 days of signing the offer and provide evidence of the position as soon as possible thereafter. The position may be paid or volunteer.
  - CNA: working in nursing/caregiving encouraged but not required.
- Post Report to SNF Sponsor: The work commitment is full-time employment for 36 months (Term). The first 1.5 months of the Term you will participate in orientation and onboarding which includes training and preceptor shifts in a SNF.

What support can I expect from my Sponsor SNF?

- Your Sponsor SNF will expend approximately $25,000 USD including the following:
  - recruiting costs;
  - legal costs including filing fees and certain expenses
  - airfare and travel-related costs
  - $1,000 USD arrival bonus
  - 3 months of housing in Sponsor SNF's onboarding location;
  - arrival Orientation which includes assistance with banking, housing, general and community acclimation
  - Onboarding
    - RN - which includes training specific to job duties with paid preceptor shifts
    - CNA - Certification Course which includes paid preceptor shifts
  - license costs
  - at least Prevailing Wage of Sponsor during Orientation and RN Onboarding
  - additional at the discretion of Sponsor SNF

The bottom line…

- Working in a SNF
  - ❖ means hard work
  - ❖ means being overwhelmed at times
  - ❖ means being stressed at times
  - ❖ means being flexible when necessary
  - ❖ means putting the needs of the Resident first
  - ❖ means working with great people
  - ❖ means making lasting relationships
  - ❖ means learning how to laugh and how to cry
  - ❖ means making a difference in people's lives

If you would like to be considered for an employment-based sponsorship by a SNF managed by TGG, please review the attached Job Descriptions. If you meet the qualifications and are able to perform the duties outlined in the relevant Job Description, we would welcome the opportunity to schedule an interview!

RN TEAM
FOREIGN NURSING SPONSORSHIP PROGRAM

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2018 | 2019 | 2020 | 2021 | 2022

RN JOB DESCRIPTION

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Job Description

Position:	**Nurse**	**Department:**	**Nursing**
Reports to:	**Director of Nursing**	**FLSA:**	**Non-exempt**
Facility type:	**SNF**		

Purpose

The primary purpose of this position is to provide high quality, holistic nursing care in accordance with nursing practice standards and health care regulations that govern the practice of professional nursing. Direct or supervise non-professional staff in the delivery of direct resident care and support functions.

Essential Job Functions Duties and Responsibilities

Nursing Care Functions

1. Conduct and coordinate daily nursing functions in accordance with current rules, regulations, and guidelines that govern long term care facility.
2. Ensure that all nursing personnel assigned to you comply with the written policies and procedures including the safety program.
3. Admit, transfer, and discharge residents with documentation regarding care and service provided.
4. Participate in the orientation of new residents/family members to the facility.
5. Participate in the orientation of new employees involved in resident care.
6. Make rounds with health care provider.
7. Utilize nursing personnel qualifications according to the resident's care plan, wishes, and health care provider orders.
8. Complete daily clinical duties as assigned and environmental rounds to evaluate resident care being provided and report significant events.
9. Meet and resolve issues with residents and/or family members. Report significant issues to the supervisor.
10. Participate in facility surveys (inspections) as requested by management.
11. May be responsible for clinical programs as directed, e.g. dementia, wound care, quality assurance, infection control, admissions.
12. Facilities will grant vacations based on facility needs and PTO in accordance with available PTO thru payroll,
13. Nursing staff will be flexible regarding shift and dates of schedules to accommodate facility needs.

Communication/Documentation Functions

1. Complete an initial assessment and develop interim care plan.

2. Review the care plan that identifies the goals, problems, approaches, and revisions based on nursing needs and new health care provider orders and update and transcribe care plan per facility protocol.
3. Communicate with health care provider to review treatment plans, complete orders, progress notes, etc., in accordance with established policies.
4. Review the resident's medical record for specific treatments, medication orders, diets, labs etc., as for implementation and follow up.
5. Requisition and arrange for diagnostic and therapeutic services, as ordered by the health care provider, and in accordance with our established procedures.
6. Communicate the department's policies and procedures to personnel, residents, and visitors.
7. Communicate with written (24 hour report) and oral reports/recommendations concerning any changes in resident condition and other activities of your shift to nursing management.
8. Fill out and complete accident/incidents involving residents or staff and submit to Director of Nursing or Executive Director.
9. Complete and file assessments and all other medical record documentation as required to provide care services.
10. Provide resident and family information for care conferences or other meetings.
11. Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the supervisor.
12. Complete clinically accurate documentation according to policy.
13. Review the resident medical documentation and progress notes from the interdisciplinary team to determine if the care plan is being followed. Report any concerns to your supervisor.
14. Inform nursing personnel of new admissions and the resident's care needs. Ensure that rooms are ready for new admissions. Greet newly admitted residents upon admission.
15. Notify the resident's attending health care practitioner and family when there is a change in the resident's condition.
16. Meet with your assigned support personnel (Housekeeping, Dining Services, Nursing Assistants, etc.) to plan the shift's services, programs, and activities and monitor that tasks are completed as directed.
17. Coordinate services with other members of the disciplinary team (Housekeeping, Dining Services, Nursing, etc.) to ensure that the resident's total regimen of care is maintained.
18. Assist in arranging transportation for residents and other third party services.

Medication Administration Functions

1. Prepare and administer medications ordered by the health care provider.
2. Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents. Report needs to the supervisor.
3. Review medication administration record for completeness of information, accuracy in the transcription of the health care provider's order. Report concerns to your supervisor.
4. Dispose of drugs and narcotics as required, and in accordance with established procedures.

Personnel Functions

1. Assist with adjusting the staffing needs of the nursing service department necessary to meet the total nursing needs of the residents.
2. Assist to develop work assignments, schedule duty hours, and assist and supervise nursing staff to ensure that all personnel are performing their work assignments in accordance with acceptable nursing standards.

3. Assist in staff development. Formally and informally monitor performance of personnel and ensure adjustments/corrections are made by using coaching, counseling, and discipline methods.
4. Work with the Director of Nursing to resolve staff performance issues including those that may lead to termination.
5. Review complaints and grievances, complete investigations, and work with the Director of Nursing for a plan of action and resolution.
6. Participate in the planning, conducting and scheduling of timely in service and orientation training classes that meet state and federal requirements.

Safety and Sanitation Functions

1. Supply and make available protective equipment for staff.
2. Maintain nursing service work areas (i.e., nurses' stations, medicine preparation rooms, etc.), resident rooms, and treatment areas in a clean and sanitary manner.
3. Recommend to the Director of Nursing the equipment and supply needs of the nursing department. Ensure that a stock level of medications, medical supplies, equipment, etc., is maintained on the premise at all times to adequately meet the needs of the residents.

Required Knowledge, Skills and Abilities

Must possess the ability to make independent decisions, follow instructions, and accept constructive criticism. Must be able to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public. Must be able to work with ill, disabled, elderly, emotionally upset, and potentially hostile people within the facility. Must be able to speak, write and understand English in a manner that is sufficient for effective communication with supervisors, employees, residents, and families.

Education and Experience

Prefer to have experience in nursing in a long-term care facility or similar experience.

Licensing/Certifications

Must possess a current and active license to practice as an RN or LPN/LVN in this state.

Physical Requirements

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the work place will not be considered qualified for employment if physical requirements cannot be eliminated or reduced by reasonable accommodation.

Essential functions are carried out in a variety of positions including standing and sitting. To meet residents' needs, all positions require the ability to move freely through the building. Other physical demands are required as described below.

Task	**Requirement**	**Frequency (Place X in approp. box)**			
		Constantly	Frequently	Occasionally	Rarely
Seeing		X			
Hearing		X			
Tactile Sense		X			

Talking	Must convey detailed and important spoken instructions to other workers accurately	X			
Climbing					X
Balancing				X	
Stooping				X	
Kneeling				X	
Crouching				X	
Pulling			30 lbs.	50 lbs.	75 lbs
Pushing			30 lbs.	50 lbs.	75 lbs
Standing			X		
Walking			X		
Reaching			X		
Fine Motor			X		
Grasping			X		
Twisting				X	
Repetitive Motions				X	
Lifting			30 lbs.	50 lbs.	75 lbs
Crawling					X
Static Position				X	
Carrying			30 lbs.	50 lbs.	75 lbs
Other					

Equipment and Tools

List equipment and tools operated and the frequency of use:

(Those that cannot be delegated to a co-worker.)

Facility Vehicles:

Equipment: Computer and personal communication devices
Medical and safety equipment within scope of practice

Tools: **Other:**

Working Conditions

Check which working conditions the employee is subject to:

Physical Conditions:

☐ Extreme temperatures ☐ Noise ☒ Wet and/or humid ☐ Vibration

Workplace Hazards:

☒ Blood, body fluids and/or infectious disease ☐ Hot Water ☐ Mechanical ☐ Electrical

☒ Chemical ☒ Gasses ☐ Other_____

Additional Information

All employees are expected to create an atmosphere of warmth, personal interest and positive emphasis as well as a calm environment. Developing and maintaining a good working rapport with all staff is critical to the functioning of the facility.

This position is expected to follow all facility policies and procedures. These policies and procedures can be found in the employee handbook, department policy and procedure manuals and with your supervisor.

This position will be required to work beyond normal work hours, additional shifts, weekends and holidays when necessary. This position is subject to call-back during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.).

Resident Rights

This facility is committed to a resident's right to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights are followed in accordance with state and federal guidelines and established facility policies. All employees need to review the facility policy on Resident Rights and how it applies to the position.

Continuous Improvement

Our expectation is that all employees will have a continuous focus on improving themselves, department and facility. All employees are expected to attend, plan, conduct and schedule in-service training classes as appropriate to the position. This includes meeting annual federal and state in-service requirements. In addition participation in departmental studies and projects is expected.

Conclusion

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

Employee Signature: _____

Name: _____

Date: _____

CNA JOB DESCRIPTION

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Job Description

Position:	**Certified Nursing Assistant**	**Department:**	**Nursing**
Reports to:	**Nurse Manager**	**FLSA:**	**Non-exempt**
Facility type:	**SNF**		

Purpose

The primary purpose of this position is to provide each of your assigned residents with routine daily care and services in accordance with the resident's assessment and care plan, and as may be directed by your supervisors.

Essential Job Functions Duties and Responsibilities

Personal Nursing Functions

14. Provide direct resident care and assist residents with in activities of daily living including dressing, eating, grooming, communicating, ambulation, toileting, and personal hygiene.
15. Answer resident call lights and bells, determine and address their request.
16. Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
17. Responsible for the resident’s environment so that it is comfortable and safe.
18. Maintain, label, and store personal care items (toothbrush, hairbrush, shampoo, etc.)
19. Assist residents in preparing and transporting for medical tests (e.g. lab work, x-ray, therapy, dental, etc.) and activity programs.
20. Perform restorative and rehabilitative procedures as instructed.
21. Weigh and measure residents. Measure and record vitals, I/O (input/output), consumption, pain and other required information.
22. Check each resident as required and/or routinely to determine that personal care needs are being met according to the plan of care and the resident’s preference.
23. Inform the nurse of any changes in the resident's condition (e.g. vitals, reports of pain, etc.) so that appropriate information can be acted upon.
24. Complete pertinent clinical documentation according to policy.
25. Assist with the care of the dying resident. Provide post-mortem care as instructed.
26. Attend and participate in in-service training programs to meet state, federal, and company requirements.

Safety and Sanitation

1. Follow established safety policies and procedures in the performance of all duties.
2. Clean, disinfect, and return all resident care equipment to its designated storage area after each use.

3. Perform routine housekeeping duties (i.e., clean bed rails, over bed table, night stand, etc., that relate to nursing care procedures).
4. Maintain a work environment that is clean and presents a safe and professional image.

Required Knowledge, Skills and Abilities

Must possess the ability to make independent decisions, follow instructions, and accept constructive criticism. Must be able to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public. Must be able to work with ill, disabled, elderly, emotionally upset, and potentially hostile people within the facility. Must be able to speak, write and understand English in a manner that is sufficient for effective communication with supervisors, employees, residents, and families.

Licensing/Certifications

Must be a licensed Certified Nursing Assistant in accordance with laws of this state.

Physical Requirements

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the work place will not be considered qualified for employment if physical requirements cannot be eliminated or reduced by reasonable accommodation.

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Climbing					X
Balancing				X	
Stooping				X	
Kneeling				X	
Crouching				X	
Pulling			30 lbs.	50 lbs.	75 lbs

Pushing			30 lbs.	50 lbs.	75 lbs
Standing			X		
Walking			X		
Reaching			X		
Fine Motor			X		
Grasping			X		
Twisting				X	
Repetitive Motions				X	
Lifting			30 lbs.	50 lbs.	75 lbs
Crawling					X
Static Position				X	
Carrying			30 lbs.	50 lbs.	75 lbs
Other					

Equipment and Tools

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(Those that cannot be delegated to a co-worker.)

Facility Vehicles:

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Medical and safety equipment within scope of practice

Tools:

Other:

Working Conditions

Check which working conditions the employee is subject to:

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Employee Signature: _____

Name: _____

Date: _____