

2017 REGISTERED NURSE JOB DESCRIPTION

Job Description: REGISTERED NURSE – STAFF NURSE

Revised: March 4, 2016

Professional Summary:

The Registered Nurse holds shift accountability for providing care to patients by utilizing the Nursing Process in accordance with the Texas State Nurse Practice Act, Dean's Professional Services, and Facility policy and procedures. The registered nurse demonstrates critical thinking skills, scientific judgment and leadership in the anticipation and planning for safe delivery of care; maintains clinical competencies through continuing education; delegates patient care priorities commensurate with the education and experience of the staff available; provides direction and supervision of assigned personnel delivering patient care.

Education/Training:

- **Education and License:**
 - 2-year Associate Degree/Diploma or 4 year Bachelor Degree from an accredited school of nursing
 - Currently licensed by the Texas Board of Nurse Examiners.
- **Certifications:**
 - CPR certification.
 - Other certification based on nursing unit requirements.

Experience/Skills:

- Prefer one (1) year of supervised experience as an RN within the last three years.
- Ability to work with a variety of different people, to work well under time constraints, and in stressful conditions.
- General computer skills.
- Ability to analyze and organize, effective communication skills, problem solving abilities, and assertiveness.

Duties and Responsibilities:

1. CUSTOMER SERVICE

- a. Works well with others in a spirit of teamwork and cooperation.
- b. Interacts consistently in a professional, compassionate manner with patients, families, physicians and colleagues.
- c. Utilizes Chain of Command; treats others with respect.

2. JOB KNOWLEDGE

- a. Demonstrates a thorough knowledge of work practices/responsibilities.
- b. Demonstrates self-direction, initiative and flexibility in performance of responsibilities; flexible with float policy.
- c. Demonstrates ability to set priorities and organize workload, especially during stress.

3. ETHICS

- a. Adheres to the policies and procedures of the organization, department, and regulatory and accrediting agencies.
- b. Adheres to dress code policy, neat and clean appearance, wears visible I.D. badge.
- c. Reports to work at scheduled shift time.

4. PATIENT RIGHTS

- a. Demonstrates awareness of and respect for patient/family/SO needs in relation to confidentiality, privacy, security, complaint resolution and spiritual and cultural needs.

- b. Serves as an advocate for patient/family/SO regarding decisions affecting the Plan of Care.

5. ASSESSMENT

- a. Completes assessments and reassessments according to unit standard; includes age specific required data.
- b. Assess existence, nature and intensity of pain; utilizes pain scale and monitors effectiveness of interventions.
- c. Recognizes & reports signs and symptoms of abuse and neglect to physician, supervisor or agency.
- d. Assesses patient for fall or injury risk (including skin integrity); implements appropriate safety precautions.
- e. Recognizes significant change in patient condition and reporting to appropriate person.

6. CARE OF THE PATIENT

- a. Develops, implements, evaluates and revises interdisciplinary age-specific Plan of Care.
- b. Reviews lab results, physician progress notes and orders. Implements orders within appropriate time frames.
- c. Utilizes patient safety initiatives with Medication administration: 7 rights (including right to refuse & to education), patient Identification, monitoring, etc.
- d. Competent in the safe use of restraints – uses alternative interventions, least restrictive, appropriate application, monitoring and documentation per Facility policy.
- e. Demonstrates knowledge and skill with unit specific disease processes, interventions, equipment and procedures.

7. PATIENT/FAMILY EDUCATION

- a. Assesses and provides patient/family/SO education based on learning needs, abilities, preference, readiness to learn, age specificity and level of understanding.
- b. Collaborating with other disciplines, implements initial and ongoing education relevant to disease process, diet, pain management, medication, medical equipment, safety issues and continuing care needs.
- c. Provides patients with explanation of procedures, treatments and Plan of Care – documents all education

8. CONTINUUM OF CARE

- a. Collaborates and coordinates the patient's care during shift change, transfer, discharge planning and discharge with the other members of the health care team and patient/family/SO.
- b. Provides clear time/action specific discharge instructions in understandable terminology.

9. LEADERSHIP

- a. Immediately responds to emergencies or acute changes in patient status; communicates with MD for interventions.
- b. Delegates tasks/supervises personnel based on current competency and patient care needs.
- c. Communicates patient care needs with physician and plans for appropriate interventions.

10. ENVIRONMENT OF CARE

- a. Maintains clean, organized, safe working area; equipment is in safe working order or reported for repair.

11. MANAGEMENT OF INFORMATION

- a. Maintains privacy, confidentiality, security and integrity of patient, employee and organizational data.
- b. Concise documentation to support assessment, monitoring treatment and education provided.

12. INFECTION CONTROL

- a. Demonstrates knowledge of and complies with Infection Control Policies: utilizes personnel protective equipment
- b. Immediately disposes of biomedical waste in designated container at point of origin.

Mental Skills and Abilities:

- **Math** - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- **Reading** - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- **Writing** - Ability to write summaries for patient documentation using proper facility approved format and conforming to rules diction and style.
- **Speaking** - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- **Reasoning Ability** - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions;
 - To plan work and develop procedures; to learn and/or evaluate information to make judgments and decisions.

Work Situations:

- **Communication** - The ability to relate to people in situations involving more than giving and receiving instructions.
- **Direction, Control and Planning** - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be able to negotiate, organize, direct, formulate practices, or make final decisions.
- **Feelings or Ideas** - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- **Influencing** - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be able to motivate, convince, or negotiate.
- **Measurable or Verifiable Criteria** - Adaptable to generalizing, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations based on data.
- **Performing Under Stress** - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous regarding material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- **Repetitive, Continuous** - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- **Sensory or Judgmental Criteria** - Adaptable to generalizing, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- **Set Limits, Tolerances, or Standards** - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- **Variety and Change** - Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Physical Demands:

- *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Dexterity* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - Clarity of vision at 20 inches or less.
 - Clarity of vision at 20 feet or more.
 - The ability to judge distance and space relationships.
 - The ability to identify and distinguish colors.

Other Requirements:

- Ability to respond to and restrain aggressive assaultive patients

Supervision/Contacts:

- Receives supervision from Clinical Managers in assigned area.
- Daily contact with hospital employees and management.
- Daily contact with visitors; occasional contact with outside vendors.

Environment/Hazards:

- Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements; may involve some contact with potentially hazardous or harmful elements in providing administrative or support services.

- Exposure to Toxic caustic chemical detergents
- Exposure to potential electrical shock
- Exposure to high pitched noises
- Exposure to Communicable diseases
- Exposure to blood and bodily fluids
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used:

Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference Books, Safety Glasses, Mask/Respirator, Gloves, Automobile, and Electrical and Non-Electrical Patient Care Equipment.