



LOST RIVERS MEDICAL CENTER

Job Description

Position Title	REGISTERED NURSE	EMPLOYEE NAME AND SIGNATURE	
CLASSIFICATION: NON-EXEMPT			

Reports to:	JACKIE O'CONNELL	Department	ACUTE CARE / EMERGENCY SERVICES
Approval Signature			

SECTION 1 – JOB SUMMARY

Under general supervision plans, directs, and evaluates total nursing care and function in one unit on a particular shift, in accordance with established philosophy. Responsible for orientation, training, and management of personnel. Relates effectively with other shifts for continuity of care; maintains satisfactory relations with other departments and nursing units; participates in all phases of education, maintenance of records, and upgrading of policies, procedures, and skills

SECTION 2 – ESSENTIAL FUNCTIONS

1. Provides the best possible nursing care by planning, organizing, and directing the nursing functions of patients in the unit.
2. Initiates and implements patient care plan.
3. Makes nursing assignments appropriate to skill level of employees.
4. Maintains acceptable standards of patient care.
5. Identifies problems and guides personnel to their solutions.
6. Creates a working climate that provides growth and job satisfaction of personnel.
7. Accurate and promptly implements physician's orders.
8. Administers medications and intravenous solutions skillfully and correctly.
9. Maintains the standards of accurate and complete recording and reporting.
10. Arranges to have needed supplies and equipment on hand.
11. Participates in planning changes and improvements.
12. Participates in hospital safety programs.
13. Supports and enforces infection control policies and procedures.
14. Is resourceful and calm in emergencies.
15. Keeps nurse manager and CNO informed of patients, needs, and problems in the nursing unit
16. Participates in orientation and in-service training for personnel.
17. Evaluates the performance of personnel with recommendations for appropriate action.
18. Assists in reviewing and revising policies and procedures.
19. Maintains a professional approach with confidentiality.
20. Displays concern and initiative.
21. Observes and supports hospital policy.
22. Is prompt and efficient with minimal absences.
23. Cooperates with and maintains good rapport with nursing staff, medical staff, other departments as visitors.
24. Must be able to bend, stoop, and lift at least 50 pounds.

SECTION 3 – ADDITIONAL DUTIES / RESPONSIBILITIES

1. Accepts reassignment as needed to provide necessary care for all patients.
2. Performs other duties as required/assigned.
3. Represents Lost Rivers Medical Center in a positive and professional manner.
4. Must maintain current ACLS and TNCC certifications.

SECTION 4 – WORKING CONDITIONS

1. Works in acute care, emergency room, and clinic as needed and assigned.
2. Moves intermittently during working hours and is subject to frequent interruptions.
3. Is involved with patients, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.
4. Is subject to hostile and emotionally upset patients, family members, personnel and visitors.
5. Communicates with the medical staff, nursing personnel and other department supervisors.
6. Is subject to call back during emergency conditions (such as severe weather, evacuation, post disaster, etc.).
7. Attends and participates in continuing education programs.
8. Is subject to exposure to infectious waste, diseases, conditions, etc., including TB, AIDS and Hepatitis B viruses.
9. May be subject to the handling of and exposure to hazardous chemicals.
10. Maintains a liaison with the patient, their families, support departments, etc. to adequately plan for patient needs.
11. Must be able to bend, stoop and lift a minimum of 50 pounds.

SECTION 5 – JOB QUALIFICATIONS

1. Current RN state licensure.
2. CPR certified.

SECTION 6 – OPERATIONAL

1. Attends interdepartmental (departmental) meetings as directed. Actively participates by giving constructive input.
2. Attends mandatory management meeting as directed by CEO.
3. Complies with all Human Resources guidelines and policies and procedures (hiring, transferring, payroll changes, performance reviews, corrective action steps, etc.). Ensures that appropriate documentation is forwarded to Human Resources.
4. Responsible for development of a department budget, monitoring of departmental expenses, ensuring revenue needs are met (if applicable), and actions plans for financial improvement.
5. Ensures that all continuing education needs are met so that all employees are meeting compliance requirements in their current role(s). Forwards all CE documentation and certifications to Human Resources.
6. Follows policies and procedures and ensures that all departmental policies are written, maintained and updated as necessary in order to meet compliance requirements.
7. Participates in the development and attainment of departmental goals.
8. Contributes to the overall functioning of LRMC and the department by assisting where and when needed. Functions as a positive team player.
9. Maintains a clean, safe working environment.
10. Completes employee illness/injury reports and forwards to the Risk Management Department.
11. Assists in QA/PI as requested, including data collection, as directed. Communicates with other team members.
12. Uses proper body mechanics at all times. Requests assistance when needed.
13. Understands and practices facility security.

SECTION 7 – STANDARDS OF BEHAVIOR

1. **Integrity/Pride/Honor:** Exhibits the highest standards of professionalism in dealings with co-workers, employers, visitors, patients, and residents both inside and outside of the facility.
2. **Respect/Equality:** Treats others as he/she would like to be treated.
3. **Communication:** Communicates openly and honestly in a way that is clear and understandable. Uses positive communications (“key words for key times”). Communicates appropriately with all LRMC departments.
4. **Compassion:** Creates an environment of safety and trust for patients.
5. **Trust:** Demonstrates trust in co-workers and the health care provided by LRMC.
6. **Professionalism:** Demonstrates honesty and integrity. Always strives to give 110 percent.
7. **Safety:** Creates/ensures that work environment is safe for patients, employees and visitors.
8. **Fiscal Responsibility:** Supports and patronizes LRMC as patients if possible.
9. **Ambassadorship:** Uses good judgment in behavior, appearance, words and actions. Remembers that employees are “on-stage” at all times.
10. **Quality:** Is proficient, competent and efficient.
11. **Teamwork:** Lends a hand whenever possible to ensure top-notch patient care.
12. **Commitment:** Committed to co-workers, patients and physicians. Utilizes LRMC and its staff.

SECTION 8 – SERVICES EVALUATION

1. Demonstrate a **positive attitude** when working/interacting with other departments.
2. Use **proper telephone etiquette** when communicating/interacting with other departments.
3. Complete required work in a **timely** manner.
4. Ensure **accuracy** of work performed.

SECTION 9 – MISCELLANEOUS JOB RELATED BEHAVIORS

1. **Written and Verbal Skills:** Compiles instructions, procedures, policies and reports. Writes legibly, clearly, and concisely on time cards, messages, documents and reports in English. Has the ability to communicate effectively and efficiently with others in English.
2. **Flexibility:** Responds to requests in a helpful, cooperative manner. Able to set priorities and copes with interruptions. Adjusts to changes in schedule and/or work area.
3. **Confidentiality:** Preserves the confidentiality of all Protected Health Information (PHI) observed. Follows the organization’s policy and applicable Federal and State law, including HIPAA. Acts in accordance with hospital policy regarding this subject.
4. **Stability:** Remains calm, reassuring and able to function and provide direction during emergency situations. Provides proper notification of absence and tardiness. Reports to work on time. Observes regulations for break and lunch periods. Takes responsibility for the appropriate management of benefits hours (PTO). Completes time and attendance information per established procedures assuring accuracy of hours recorded.
5. **Decision Making:** Ability to make timely and effective decisions based upon the characteristics of the current situation.
6. **Organization and Planning:** Ability to schedule time and utilize resources effectively and efficiently. Able to develop systematic and effective means for accomplishing tasks.
7. **Initiative:** Performs duties in an independent manner with little or no direct supervision. Consistently strives to be a productive member of the institution by putting time to good use. Recognizes situations needing attention and acts upon them.
8. **Compliance with Policies:** Refers to departmental/facility manuals for specific instructions or guidelines and asks questions as appropriate. Follows established individual department policies and procedures and assumes responsibility to become familiar with them. Adheres to all times to the technical and ethical standards of the job description and the overall philosophy of LRMC.
9. **Appearance/Hygiene/Health:** Observes LRMC dress and grooming guidelines. Has employee health screening tests’ done as needed. Follows infection control guidelines.
10. **Environmental/Electrical Safety:** Assists in ensuring a clean and safe environment by reporting faulty equipment or unsafe conditions. Observes surroundings and reports verbally or in writing any problems or potential problems regarding patients, coworkers, visitors, etc. to immediate supervisor. Routes electrical equipment to the maintenance department for safety checks.
11. **Fire and Internal/External Disaster:** Maintains familiarity with fire and disaster plans. Participates in drills.

SECTION 10 – SUPERVISORY RESPONSIBILITIES (IF APPLICABLE)

1. Establishes lines of communication regarding employee performance.
2. Creates opportunities to discuss professional development goals and objectives.
3. Conducts **quarterly one-on-one meetings with each employee** to provide a review of past work performance and create the opportunity to make improvements and/or develop new performance goals.
4. Timely documents employee performance and provides support for merit increases, promotions or terminations.
5. Timely documents corrective action as necessary to improve work performance and protect the organization.
6. Monitor, evaluate and coach employees.
7. Timely complete employee performance evaluations following the probationary period and on an annual basis for permanent status employees. Special performance reports may be conducted as needed.
8. Conducts monthly staff meetings.

Employee Signature

Date