



<b>Department:</b> Acute Care	<b>Job Description Position:</b> Registered Nurse
<b>Responsible to:</b> Acute Care Manager	
<b>Formulated:</b>	<b>Revised:</b> 12-2-21
<b>Approved by:</b>	<b>Date:</b>

**OVERVIEW:**

To assess, plan, implement, and evaluate care of assigned patients. Supervise and assists personnel. Provides skilled, professional nursing care to patients throughout the age continuum. Develops and maintains skills and knowledge to provide care to medical-surgical patients, skilled patients and emergency room patients.

**JOB DUTIES/RESPONSIBILITIES:**

- Assess patient needs.
- Obtains data by interview, physical exam, review of records and reports and consultations.
- Establishes nursing diagnosis.
- Makes a concise statement identifying the patient's problems.
- Determines the nursing goal for patient.
- Directs nursing action towards goal.
- Develops plan of care for patient.
- Achieves goals by care plan.
- Evaluates plan of care for patient.
- Patient response is compared with expected outcomes. Care plan is updated.
- Participates in patient teaching and discharge planning.
- Assists patient and family to understand and to comply with the care plan. Explains procedures.
- Makes assignments by organizing planning and delegating work to ensure continuity of care.
- Participates actively in patient care.
- Functions effectively in emergency situations.
- Remains calm and directs activity to meet patient needs.
- Assures that physician orders are carried out promptly.
- Is aware of orders, monitors, medications and treatments to be sure they are carried out accurately and promptly.
- Demonstrates discretion in handling of confidential information.
- Protects the patient's privacy and confidentiality in all aspects of nursing care.
- Asks for clarification of physician's orders as necessary.

- Questions any orders that are not understood before implementation.
- Informs the Director of Nursing (D.O.N) of changes in patient's condition.
- Understands and recognizes subtle changes that should be reported to the DON.
- Administers medications (I.V., I.M., P.O., S.Q.)
- Prepares medications according to hospital policies and administers correct drug at the correct time, by the correct route, to the correct patient. Uses proper references when in doubt. Checks counting of the required drugs at the beginning and end of shift.
- Efficient in utilization and completion of assignment.
- Assignments are complete and spare time is used to benefit patients and the department.
- Checks for safe and efficient use of supplies and equipment.
- Is aware of conditions that are potential problems and/or safety hazards. Reports all conditions and equipment that are unsafe to appropriate person and follows through. Does not waste supplies.
- Participates in department teaching and orienting as needed.
- Identifies areas of weakness in team members and reports to Acute Nurse Manager. Assists nurse manager with teaching and encouraging employees to learn needed skills and/or attitude. Is helpful and supportive of new employees.
- Knows policies and procedure of the hospital and the Nursing Department.
- Follows policies and procedures. Accurately interprets and follows organizational chart, communication channels, and lines of authority when working with others.
- Is able and willing to accept supervision and maintain effective working relationships with D.O.N.
- Is able to handle stress and adjust to change effectively.
- Copes with stress maturely. Exhibits non-defensive and accepting reactions to change.
- Maintains a good attendance record.
- Notifies D.O.N of absences or tardiness according to policy.
- Knows disaster and emergency preparedness plan.
- Acts appropriately in all procedures. Remains calm. Exercises good judgement.
- Attends nursing shift report and nursing staff meetings.

#### **QUALIFICATIONS/EDUCATION:**

Graduate of an accredited program of nursing. Current license to practice in the State of Kansas. Training and experience both preferred, but not required. Must have CPR and be willing to obtain ACLS, ENPC, PALS and TNCC certifications.

#### **PERSONAL RESPONSIBILITIES:**

- Meets dress code standards, appearance is neat and clean.
- Demonstrates appropriate punctuality and attendance.
- Wears identification while on duty; uses time-clock system correctly.
- Represents the organization in a positive and professional manner in the community.
- Maintains patient confidentiality at all times. Agrees not to disclose patient's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.

- Completes annual educational requirements.
- Actively participates in annual review of work performance.
- Abides by Hodgeman County Health Center Standards of Performance and General Rules of Conduct.
- Complies with all organizational policies regarding ethical medical practices.

#### **WORKING CONDITIONS:**

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, patient rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, residents, family members, personnel, and visitors.
- Communicates with medical staff, nursing personnel, and other department directors.
- Works beyond normal working hours and on weekends and holidays when necessary. On call 24 hours per day, 7 days per week.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is involved in community/civic health matters/projects as appropriate.
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintains a liaison with the residents, patients, their families, support departments, etc., to adequately plan for the resident's and patient's needs.

**POSITION ACKNOWLEDGMENT**

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position of **Acute Wing Registered Nurse** and agree to perform the tasks outlined in this job description 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. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: \_\_\_\_\_ Signature Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Signature HR: \_\_\_\_\_