

NORTHEAST MONTANA HEALTH SERVICES - POPLAR CAMPUS
JOB DESCRIPTION

REGISTERED NURSE

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF NURSING**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to supervise the day to day nursing activities of the facility while on duty. Such supervision must be accordance with Long Term Care and CAH Federal, State, and local standards, for the policies and procedures of the facility, and as may be directed by the Director of Nursing Service, to ensure that the highest level of quality patient care is obtained and maintained at all times.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, bending, and lifting throughout the day.
3. Is subject to infectious diseases, waste, odors, etc.
4. Is subject to hostile, emotionally upset patients, family, visitors and personnel.
5. Is willing to work beyond the normal working hours, holidays and weekends.
6. May be required to be place on an “on call” status during periods of low census as directed by the Administrator or the Director of Nursing Service.

ESSENTIAL JOB FUNCTIONS

1. Must have a current Montana License as a Registered Nurse or a current compact license from a qualifying state.
2. Must be in good physical and mental health to maintain a good working level for extended periods of time.
3. Must be able to read, write, speak, and comprehend the English language in a concise manner.
4. Must be able to see and hear or be willing to use prosthetic devices to enable you to fulfill the requirements of your position.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS

1. Must demonstrate a thorough understanding of nursing principles, practices and procedures.
2. Must possess the ability to communicate effectively in order to establish effective working relationships with other disciplines of the Health Team.

MAJOR FUNCTIONS AND RESPONSIBILITIES

Professionalism: Engages in conduct reflecting the high standards that professional nurses have set for themselves.

1. Communicates a positive, professional image of the nursing department and institution by the manner in which he/she communicates, dresses, speaks on the phone and interacts with patients, staff and physicians.
2. Performs work responsibilities creatively and resourcefully.
3. Identifies strengths and weakness in overall performance and tries to grow in areas of personal weakness.
4. Arrives at work punctually and regularly. Returns from breaks and meetings promptly.
5. Maintains proficiency in nursing care by attending continuing education classes and all mandatory in-service programs made available.
6. Assures confidentiality of patients, physicians and staff.
7. Be accountable and responsible for his/her own actions.
8. May be required to function as a Charge Nurse, Medication Nurse and/or Emergency Room Nurse.
9. Attempts to promote Health Education to Community Members when in contact, and as appropriate.

Delegation and Coordination: Produce desired effect with minimum effort, expense, or waste. Designating and arranging conditions for work in such a way to achieve optimum expectation for delivery of patient care.

1. Oversees and evaluates the management of patient care given by self and staff members by making frequent nursing rounds to observe the patient's condition and identify patient care needs.
2. Assigns shift responsibilities to staff RN's, LPN's, and auxiliary nursing personnel based on the needs of the patient and the skill of the staff.
3. Effectively delegates unit activities during crisis situations.

4. Facilitates patient discharge, transfers and admissions.
5. Sets priorities when planning and implementing nursing care.
6. Communicates pertinent and follow-through information to co-workers who need to know this information for completion of assignments.
7. Help maintain staff schedule.
8. Accompanies and assists physicians with rounds, examinations, treatments, minor surgery, and deliveries.
9. Orients new licensed staff and assists with teaching and monitoring the orientation of nursing assistants.

Motivation: Create a climate of participation to achieve our goal of optimum care.

1. Assess staff strengths and weakness and appropriately make out assignments.
2. Tries to help peers and co-workers to work to their fullest potential and in turn enhance their performance.
3. Assists co-workers when personal responsibilities are completed and the co-workers responsibilities are not complete.
4. Praises clients and co-workers verbally or in writing when they perform well; providing encouragement and appropriate feedback while recognizing limiting factors.
5. Promotes a consistent respectful relationship with others in the work environment being sensitive to the basic needs of the staff.
6. Creates a climate of trust, honesty and freedom rather than showing priorities for power status and authority.
7. Fosters cooperation rather than competition in the work environment.

Communication: Exchanging ideas in a constructive, courteous, effective manner.

1. Follow the chain of command when communicating in the nursing department.
2. Gives general feedback for problem-solving to Director of Nurses.
3. Effectively and accurately communicates patient needs to the physician.
4. Gives clear, concise report to oncoming nurse.
5. Interacts effectively with other team members to keep them informed of changes in the condition of the patient.

6. Report supplies and repair needs to proper hospital personnel.
7. Allows staff to vent when appropriate and redirect constructively in clinical stress situations.
8. Demonstrates ability to laugh when appropriate.
9. Utilizes teaching strategies to meet the individual educational needs of the patient and family.
10. Responsible for completing Incident reports for injuries, accidents, etc., to staff, patient or visitors.
11. Assist with in-service education for staff.
12. Participates in department and committee meetings to work toward solutions to meet patient, staff and facility needs.

Documentation: Collecting, abstracting and coding of printed or written information for future reference.

1. Supervises and participates in preparing and maintaining admission and nursing records to include all inpatient areas and outpatient.
2. Receives written, verbal and telephone orders from physicians.
3. Is responsible for supervision and participation in accurate transcription of physician orders.
4. Records pertinent information clearly and accurately in the medical record.
5. Revises the nursing care plan to meet the changing needs of the patient.
6. Is responsible for checking charts, medication, narcotic and sedative counts and report inconsistencies to the Director of Nurses.
7. Note that patient charges are recorded.

Essential clinical competence: The ability to perform one's job within the set standards of nursing care.

1. Remains current in knowledge and skills required to effectively perform changing job responsibilities.
2. Demonstrates a sound knowledge base in:
 - a. Physical assessment.
 - b. Normal and pathological physiology.
- a. Drug actions and interactions.

- b. Principles underlying procedures.
 - c. Purpose and functional capacity of equipment.
 - d. Nursing procedures and skills.
3. Assess, recognizes, and reports effects of drug therapy on patient.
 4. Performs trouble shooting on equipment when needed.
 5. Reacts to emergency situation appropriately.
 6. Seeks input or supervision when needed.
 7. Takes initiative and carries out activities in a self directed way.
 8. Makes decisions, which reflect factual knowledge and good judgment.
 9. Knows and follows hospital policies, procedures and regulations.
 10. Performs at a consistently high level of practice.

Flexibility: The ability to change and capable of modification.

1. Willingly adapts to changes in work assignment or responsibilities helping to meet the changing needs of the facility.
2. Be immediately available for administering skilled nursing care in the Nursing Home/Hospital.

Safety: Provides environment that is hazard free for both the patient and the staff.

1. Enforces compliance from staff regarding Facility Safety, Infection Control Policies and Safe Nursing practices.
2. Demonstrates knowledge of the fire drill procedure, evacuation and disaster plan.
3. Responsible for accurate and timely administration of medication and treatments.
4. Must abide by all policies of NEMHS. Read and review all policies.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance

- e. All HIPAA
- f. All Hazcom/Blood Borne Pathogens

Performs these and all other duties within the legal limitation as properly authorized, delegated, or assigned.

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date