POSITION DESCRIPTION
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE | STAFF REGISTERED NURSE

| JOB CODE | 0694 |
| DEPARTMENT | CCU |
| FLSA (Exempt/Non-Exempt) | NON-EXEMPT |
| DEPARTMENT DIRECTOR SIGNATURE | |
| ADMINISTRATIVE DIRECTOR SIGNATURE | |
| V. P. HUMAN RESOURCES SIGNATURE | |
| EFFECTIVE DATE | 09/13/94 |
| REVISION DATE | 03/25/09 |

DESCRIPTION SUMMARY: Provides professional nursing care to patients in assigned area.

EDUCATION, CREDENTIALS AND TRAINING:

Required: Graduate of approved school of professional nursing. Current and valid NC or compact state RN license, BLS certification. PALS and ACLS certifications will be required at first opportunity after hire. Incumbent will be required to demonstrate competence in the performance of duties specific to infant, pediatric, adult and geriatric patients, according to area of assignment.

Preferred: CCRN

EXPERIENCE: No experience required although at least one year of acute care hospital nursing experience is strongly preferred.

OTHER: Verbal communication skills. Interpersonal skills. Self directed and motivated. Organizational skills. Keyboarding.

ORGANIZATIONAL RELATIONSHIPS:

Supervises: Provides clinical supervision of LPNs and non-licensed nursing personnel.

Reports To: Nurse Director

COMMUNICATIONS: Required to communicate frequently with physicians, departmental personnel and patients. Routine communications with other nursing, ancillary patient care personnel and families of patients. Purpose includes giving and receiving information, explaining services, rules or procedures, or providing instructions or directives regarding policies or standards of care. Involves authority to make professional nursing decisions. Requires extensive communication skills, tact and discretion in order to obtain cooperation and understanding, discuss and resolve clinical problems, make recommendations and maintain goodwill.
WORKING HOURS AND OVERTIME STATUS: Works as shifts are accepted. May be requested to work alternate schedules or additional hours as the workload demands. Per Diem employees are paid an all-inclusive hourly rate and are not paid shift, weekend or holiday differentials. Classified as non-exempt for purposes of overtime.

DRESS POLICY: Approved departmental uniform

WORKING ENVIRONMENT: Spends majority of time in light and temperature controlled patient rooms. Routinely exposed to somewhat unpleasant odors. Routinely handles sharp objects and contaminated or potentially infectious materials, supplies and equipment. Potential exposure to air and blood borne pathogens. Occasionally interacts with combative patients.


EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. It is the department’s responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to blood borne pathogens
Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.
Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category ___1____ (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. *See list of hazardous drugs in Pharmacy Policy Manual, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department’s responsibility to train in safe handling and disposal. It is the employee’s responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department’s responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to hazardous drugs.
Category 2 includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.
Category 3 is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category ___1____ (1, 2, or 3).
### KEY ELEMENTS: REGISTERED NURSE

Team assignments are completed by the end of the shift, with no more than 2-3 noted exceptions per year, not attributable to changes in patient acuity or census, or emergency situations known and validated by the Charge Nurse.

Applies the interdisciplinary discharge planning process appropriately and completely in order to facilitate standard LOS, in accordance with procedure and time frames from admission through discharge, as evidenced by random audits of patient plans of care, with no more than 2-3 otherwise noted exceptions, and no exceptions which result in the need for increased LOS and/or increased medical intervention.

Administers medications in accordance with physicians' orders, and established policies, procedures and techniques, with no more than 2-3 noted exceptions, and with no exceptions resulting in the need for medical intervention.

Performs clinical and technical treatments and procedures in accordance with established policy and procedure, with no more than 2-3 noted exceptions, and with no exceptions resulting in the need for medical intervention, and no more than 2 of these exceptions for the same reason.

### JOB ACCOUNTABILITIES

1. **Performs patient assessments, formulates nursing diagnoses, and develops/documents nursing care plans.**
   a. Initiates admission chief complaint assessment documentation and takes vital signs within 30 minutes of admission, and initiates database within 4 hours of admission including Advanced Directives patient information packets.
   b. Makes complete and appropriate nursing assessment upon patient admission, and as frequently as warranted by patient's condition, ensuring documented data is amended or confirmed at least once each tour of duty.
   c. Initiates and documents nursing diagnosis and care plan within 4 hours of admission, ensuring inclusion of individualized nursing interventions based on the assessment, expected outcomes following intervention, utilization of available resources, efforts for inclusion of patient/family from initiation of plan to discharge and discharge needs.

2. **Implements care plans and makes revisions accordingly.**
   a. Patient care provided correlates to the nursing care plan, as documented.
   b. Updates, modifies or reviews all aspects of the care plan for short and long term stays to appropriately reflect the status of patient needs at least once every tour of duty.

3. **Evaluates patient care outcomes.**
   a. Effectively researches and resolves patient care problems, and routinely provides input into the establishment of unit procedures/policy in response to situations or patient care problems.
   b. Routinely evaluates patient outcomes, and discusses unusual or difficult patient care experiences with peers and care providers from other disciplines in an effort to improve patient care planning and care provided.
4. **Accomplishes assigned aspects of the physician's treatment plan**
   
a. Accomplishes all orders, and in accordance with scheduled time frames.

b. Takes and transcribes verbal orders from physicians only under circumstances prescribed by policy, ensuring that they are accurately recorded, dated and signed with name and title.

5. **Collaborates with physicians and other members of the health care team.**
   
a. Accompanies physician on rounds to promote collaboration, by giving and receiving communications on patient regimens, status, progress and concerns.

b. Effectively collaborates with team members, physicians and other pertinent personnel, as warranted, ensuring that communications are professional, clear and timely.

c. Accurately and appropriately documents and communicates to physician or other appropriate personnel, reactions and status changes in patient’s response to care as they occur, and of results of any updated lab reports.

d. Provides thorough, but concise, reports to oncoming shift for all assigned patients.

6. **Performs clinical and technical patient care procedures, and assists physicians with treatments and procedures.**
   - Monitors vital signs and observes for adverse reactions.
   - Operates/implements equipment such as oxygen, infusion pumps, catheters, and pressure monitoring equipment, etc.
   - Performs clinical and technical tasks, treatments and procedures as approved by unit policy
   - Assists physicians with treatments and special procedures.
   - Administers medications, orally, by injection, or by IV push.
   - Starts, manages and discontinues intravenous infusions to include blood and blood components.
   - Responds to “codes” and initiates CPR and other life support measures as necessary.
   - Oversees the collection of blood, urine, fecal and other specimens.
   - Responds to Rapid Assessment Interventions (RAT)

a. Ensures the proper identification of patient prior to performing any care, including arm band placement.

b. Selects and applies appropriate procedures, techniques, equipment and communications based on the age and developmental status of the patient.

c. Accurately implements clinical and technical aspects of nursing care in accordance with prescribed policies, procedures and techniques.

d. Accurately prepares and administers medications in accordance with policy, procedure and technique.

e. Accurately administers, monitors and manages intravenously delivered fluids, blood and blood products in accordance with prescribed policy, procedure and technique.

f. Accurately follows instructions and/or carries out established procedures or protocols, when assisting physicians with treatments and examinations.

g. Intervenes with appropriate procedure, technique and safety precautions as warranted by condition of patient.

h. Promptly and appropriately responds in accordance with instructions or established protocol in emergency or STAT situations.

i. Complies with, and properly applies, established policies and procedures relating to safety of self, patient and others.
7. Communicates with patients and oversees the provision of care for their personal needs.
   - Provides emotional support to patients and families.
   - Provides for a safe and comfortable patient environment.
   - Provides for the privacy of the patient.
   - Provides for the hygiene needs of patients.
   - Provides nourishments orally, intravenously or by tube.
   - Assists with the ambulation or transportation of patients.
   - Assists patient in understanding their rights
     a. Effectively explains purpose and nature of therapy, treatments or procedures to patient prior to administration, so as to minimize anxiety and maximize cooperation.
     b. Ensures continuous communications with the patient and family, so that they are aware of actions being taken, status of activities, time frames involved, and reasons for any delays or changes in care.
     c. Ensures that patient's concerns and wishes regarding their own care are communicated to attending physician and other pertinent care providers.
     d. Utilizes professionally accepted methods and techniques for informing, counseling or consoling patients or their families.
     e. Ensures that patient's needs with respect to nourishment, hygiene, ambulation, privacy and comfort are met on an on-going basis, personally attending to needs as warranted, to ensure quality, timeliness or continuity of care.
     f. Ensures that communications and care provided are in keeping with hospital's mission statement.

8. Provides patient and/or family with instruction and education relevant to patient's condition.
   a. Provides and documents pertinent information to patients and/or their families regarding patient's condition, limitations and course of care.
   b. Provides and documents patient and/or their representatives with health care instruction and information appropriate to his/her needs, throughout hospitalization and in preparation for discharge.

9. Documents nursing observations, assessments, medications, treatments and other care given
   a. Required documentation is accurate, complete, timely, legible, properly edited and reflects proper use of terminology.
   b. Ensures that any necessary information and releases are obtained in accordance with procedure and time frames.

10. Oversees the patient care provided by LPNs and Nursing Assistants, and assists with the orientation of new RNs.
    - Participates in the training of new employees.
    - Assigns and checks work of assigned LPNs and support personnel.
    a. Ensures the adequacy of care provided, and adherence to patient care policies, procedures and techniques by LPNs and Nursing Assistants, immediately intervening to correct deficiencies and reporting noted deficiencies to Charge Nurse.
    b. Effectively explains procedures and protocols, demonstrates procedures and techniques, and answers questions when assisting with the orientation of new personnel and students.

11. Coordinates patient care, admissions, transfers and discharges with patient care, services and business personnel.
a. Ensures that nursing and physician orders are carried out in accordance with established time frames.
b. Ensures that any patient preparatory activities are accomplished in accordance with procedure, so that no tests or procedures have to be delayed.
c. Ensures that communications are timely, so that all involved have adequate time to prepare.
d. Ensures that legal and public health requirements are appropriately and accurately accomplished in accordance with established procedure and/or protocol.

12. **Sets up and/or maintains equipment and work areas.**
   - Monitors and replenishes supplies
   - Performs equipment checks
   - Sets up equipment and instruments
   a. Sets up, operates and maintains assigned equipment and patient rooms in accordance with specifications or procedure.
b. Immediately removes malfunctioning equipment from patient use, and reports to appropriate person, when found.
c. Sets up for procedures quickly and without assistance.
d. Helps to keep designated work and patient care areas neatly organized and stocked with par level of designated supplies.

13. **Participates in quality assurance and quality improvement activities.**
   a. Effectively performs data collection, analysis and idea generation pertinent to the unit's quality assurance and quality improvement programs, on an on-going basis, without prompting.

14. **Maintains skill competence.**
   a. Remains capable of communicating and demonstrating all skills required for the position.
b. Attend at least 80% of scheduled staff meetings, and acquires at least 3 hours per quarter of relevant continuing education.

15. **Performs other duties as assigned.**
   a. Accomplish routine and non-routine miscellaneous assignments in accordance with procedure or instructions, and time frames.