



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____

TITLE: **REGISTERED NURSE**

DEPARTMENT: Medical-Surgical Unit

SUPERVISOR: Nurse Manager – Medical-Surgical Unit/Intensive Care Unit

II. POSITION SUMMARY:

Under the general direction of the Nurse Manager for the Medical-Surgical Unit/Intensive Care Unit, the RN is responsible for providing professional nursing care and related assistance to adult patients admitted for medical-surgical problems. The RN provides direction to Licensed Vocational Nurses and non-licensed nursing personnel in providing direct patient care. The RN supports the medical care of patients under the direction of the Medical Staff pursuant to the mission and objectives of the Hospital.

III. ESSENTIAL FUNCTIONS:

- Organizes patient care and general unit activities to accomplish required functions with delegation of these activities to other staff as appropriate.
- Maintains required documentation of patient care and unit activities in accordance with standards.
- Provides ongoing supervision of patient care activities with reinforcement of correct principles, procedures, and techniques of patient care. Provides ongoing monitoring of the quality of care by nursing personnel on the unit with documentation of assessments as indicated. Ensures that all required diagnostic and therapeutic interventions are completed and documented.
- Ensures implementation of operational standards which promote the maintenance of patient rights including; informed consent, clarification of patient expectations, explanation of treatment processes, maintenance of confidentiality of patient information, maintenance of patient privacy through prevention of exposure during procedures, execution of Advance Directives—DNR, organ procurement program, ethical considerations, and the handling of patient complaints.
- Performs assessments utilizing appropriate techniques for data collection and data analysis to make decisions regarding patient care or treatment within scope of responsibility.
- Performs reassessments at designated intervals and as condition warrants with notification of responsible practitioners when significant changes are noted in patient's condition.

- In the assessment and reassessment of adults, considers the normal physiologic changes associated with the aging process and those that may be a result of chronic or debilitating disease processes.
- Reviews each patient's plan of care daily in accordance with standards to ensure that changes in patient status and nursing diagnoses/patient problems are incorporated in the plan of care.
- Delegates nursing care activities to members of the nursing team based on patient care needs and competencies of available nursing staff.
- Validates documentation of all required elements of patient care.
- Ensures that information is appropriately communicated to responsible staffing in any receiving facility when a patient is transferred including both verbal communication and transmission of medical records.
- Ensures that information is appropriately communicated to nursing personnel in receiving units when a patient is transferred for ongoing care to include provision of medical records.
- Provides health care teaching to the patient, family, or significant other with documentation of responses to this teaching.
- Adapts teaching to the age, developmental level, and cognition state of each patient to promote maximum understanding.
- When patient is unable to understand required instructions ensure that a responsible adult is provided with information.
- Encourages patient or family to make decisions regarding their care where appropriate.
- Identifies need for consultation with Social Services or other resource for family units who are experiencing possible psychosocial problems.
- Contacts appropriate resources for the provision of continuing care services where indicated.
- Assists patient in recognizing and coping with psychological stresses related to medical-surgical illness and resulting hospitalization.
- Facilitates patient self-care when appropriated.
- Performs technical skills proficiently in accordance with standards of care.
- Promotes patient comfort and assists patient in maintaining or regaining normal body functions when possible.

- Utilizes precautionary and preventive measures in providing patient care to prevent infection, protect skin and mucous membranes, use positioning and exercises to prevent injury or complications, avoid using potentially injurious techniques in administering care or managing intrusive treatments, observe and correctly assess physical signs, symptoms, or findings, and intervenes appropriately. Correctly assess severity or priority of patient's condition and provides necessary care.
- Provides patient and family education regarding medications and treatments with a focus on those medications or medications, which may be continued at discharge.
- Utilizes all equipment within the unit with maximum efficiency and effectiveness based on knowledge of equipment function.
- Utilizes specialized equipment in a manner appropriate to the patient's age, size, and developmental needs.
- Adapts patient care to individual patient needs and staff competencies.
- Recognizes own limitations and errors with corrective actions taken where indicated.
- Ensures that Standard Precautions and required protective apparel are used by all practitioners in the performance of procedures on the unit.
- Utilizes safety precautions in the cleaning and sanitation of all equipment and supplies used in the unit and ensures adherence to all guidelines regarding use of cleaning products.
- Plans, coordinates, provides, and supervises nursing care to promote continuity of patient care.
- Exercises judgment in the delegation of activities to ensure that patient care is provided by staff with identified competencies in meeting individual patient needs.
- Communicates effectively with the Nurse Manager to ensure that any problems or opportunities to improve services on the Unit are addressed.
- Communicates effectively with Medical Staff to facilitate coordination of patient care among all disciplines providing patient care services with a focus on any ongoing care required post-hospitalization.
- Acts as patient advocate in obtaining care with questioning of orders or other practices as indicated using appropriate channels of communication.

- Maintains current knowledge of developments and trends in the provision of nursing care to medical-surgical patients through use of inservices, professional organizations, and other self-directed learning activities.
- Maintains awareness of current Hospital and Departmental operational standards, which impact on position responsibilities.
- Performs effectively in stressful situations.
- Actively participates in Unit performance improvement activities.
- Consistently provides outstanding service to all patients, physicians, fellow employees, and guests as appropriate to position.
- Displays initiative to see processes to completion and offers assistance without being asked.
- Consistently responds to requests in a timely manner.
- Actively participates in department committees and group meetings with a focus on providing input to improve the quality of services.
- Consistently demonstrates behavior, which reflects that working as a team is more important than self-interest.
- Demonstrates interpersonal competencies such as problem-solving, negotiation, and conflict management to improve teamwork.
- Consistently maintains professional level of conduct.
- Facilitates communication with patients, physicians, guests, and co-workers as appropriate to position.
- Consistently demonstrates courteous and positive behaviors, i.e., smile, pleasant tone, good eye contact.
- Protects confidentiality of patients/co-workers, respecting their dignity, privacy, and differences.
- Shows respect for hospital property and the property of others.

IV. **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Current licensure in California as a Registered Nurse.
- Previous clinical nursing experience preferred: provision of medical-surgical nursing care desired.

- Current B.L.S. certification. To complete certification in Advanced Cardiac Life Support within 6 months from date of hire.

V. **PHYSICAL DEMANDS**

- a. Physical Activity - - Exerting up to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light to Medium Work.
- b. Working Hazards or Risks – routine hazards and risks involved in performing nursing activities, including potential exposure to infectious processes, potential exposure to hazardous substances, potential musculoskeletal injuries.
- c. OSHA Blood Borne Risk Category I.

I have received a copy of this Position Description and its contents have been reviewed with me.

Employee Signature

Date