

# Johnson Memorial Health Services

## Job Description

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<b>Position:</b>	<b>Registered Nurse (RN)</b>	
<b>Department:</b>	<b>Acute Care</b>	
<b>Reports To:</b>	<b>Director of Patient Care Services</b>	
<b>FLSA Status:</b>	<b>Hourly, non-exempt</b>	
<b>Days/Hours:</b>	<b>12 hour shifts – Days 6am-6p, Nights 6p-6a</b>	
<b>Effective:</b>	<b>July, 2009</b>	<b>Reviewed: April 2012</b>

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### **JOB SUMMARY**

Provide nursing assessment, planning, implementation, and evaluation of actual or potential health needs of patients, families, and communities. Provide nursing care supportive of or restorative of life by providing nursing care, supervising, teaching, counseling, or referring to other health resources.

### **ESSENTIAL FUNCTIONS**

- Responsible and accountable for making decisions using the individual RN's educational preparation. These decisions require specialized knowledge, judgment, and nursing skill based on psychological, biological, physical, and social science principles.
- Application of the nursing process
  - Assessment of patients.
  - Planning of patient care.
  - Implementing the patient care plan.
  - Evaluating patient care.
- Providing for emotional and spiritual needs of patients.
- Counseling and providing health teaching to clients
- Providing for safety of patients.
- Performing nursing procedures for which the RN is prepared, including but not limited to:
  - Meeting hygiene and grooming needs.
  - Providing for nutritional needs.
  - Providing comfort measure to patients.
  - Participating in the patient's exercise program.
  - Assisting with rehabilitation of patients.
  - Administering oxygen.
  - Changing dressings.
  - Inserting and irrigating urinary catheter.
  - Administering medications.
  - Carrying out treatment.
  - Admitting and discharging patients.
  - Receiving and transcribing doctor's orders.
  - Assisting with physical examination.
  - Notifying appropriate persons promptly of unusual reactions and changes in condition.
  - Recording all pertinent information.
  - Obtaining specimens.
  - Receiving and giving report.
  - Safeguarding equipment and supplies.
  - Providing postmortem care.
  - Starting intravenous fluids and blood transfusions.
  - Inserting and irrigating urine tubes.

- Suctioning endotracheal.
- Drawing blood for laboratory tests.
- Perform CPR.
- Ambulance transfers as needed
- Initiate any pertinent physician standing orders.
- Accepting responsibility for knowing legal licensing parameters of his/her practice.
- Accepting only those assignments for which he/she is qualified.
- Complying with JMHS policies and procedures and state regulatory acts.
- Communicating with DON about problems and concerns.
- Attending in-services and classes striving to upgrade/update knowledge base.
- Attends 75% of nursing staff meetings.
- Meets physical job demands requirements.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Current Minnesota license as RN

### **MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

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### **SUPERVISORY RESPONSIBILITIES (if applicable):**

- LPN's and CNA's report directly to the RN

### **SPECIAL RESPONSIBILITIES WHEN IN CHARGE NURSE POSITION:**

- Assumes role of coordinating and administrating patient care by delegating responsibilities and holding staff accountable for nursing care by performing the following jobs:
  - assign patient daily care to nurse
  - coordinate physician rounds
  - check charts and make patient rounds early in assigned shift
  - coordinate ER procedures
  - check staffing for next shift
  - Keeping staff and physicians aware of patient status changes.
- Demonstrate a balanced professional knowledge of patient diagnosis and assessed medical care plan.
- Responsible for keeping an open, professional line of communication for good working relationships with all facility employees.
- Responsible for informing Director of Patient Care Services of any pertinent patient/staff problems and keep Director of Patient Care Services informed of patient progress problems.
- Assist with staff evaluations.
- Night charge RN responsible to check ER and ICU crash carts.

**MINIMUM PHYSICAL REQUIREMENTS (if any):** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**Note: In terms of a 12 hour workday, “Occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%**

**In an 12 hour workday, employee must:**

	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit			X						
Stand								X	
Walk				X					

**Employee’s job requires he/she:**

Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		Patient cares
Squat			X		Patient cares
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level			X		Stocking supplies
Crouch			X		Patient cares
Kneel		X			Patient cares
Balance		X			Patient cares
Push/Pull (# of lbs. 35 )			X		Patient transport assistance

**Employee’s job requires he/she carry:**

Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Charts/equipment
11-24 lbs.			X		Equipment/supplies
25-34 lbs.		X			Very rare
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

**Job requires employee must use feet for repetitive movements as in operating foot controls:**

Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

**Job requires employee use hands for repetitive action such as:**

Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		Writing/typing
Left Hand	X		X		X		Writing/typing
Both Hands	X		X		X		Writing/typing

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?		X	
Use of tools?		X	
Use of telephone?	X		Communication
Use of keyboard/computer terminal?	X		Communication/documentation
Working under time pressure?	X		With increased patient needs
Working rapidly for long periods?	X		Colonoscopy days
Working alone?	X		Rarely
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		Medication administration
Good color vision?	X		
Good hearing?	X		Communication
Good speaking?	X		Communication
Reading?	X		Patient discharge instructions
Writing?	X		Communication
Simple arithmetic?	X		Medication calculation
Mathematics?	X		Medication calculation
Weighing and /or measuring?	X		Intake and output

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		25%
In a car or truck		X	
In an office		X	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Vomit, blood, urine
Chemicals/respiratory hazards?	X		Approved cleaning supplies
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
<u>X</u>		X			X

## **MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
Activity	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

## **DISCLAIMER:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

## **RECEIPT ACKNOWLEDGEMENT:**

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, ☐do ☐do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_