



SENECA HEALTHCARE DISTRICT JOB DESCRIPTION

JOB TITLE: STAFF REGISTERED NURSE

POSITION SUMMARY:

The Registered Nurse is responsible for delivering patient care through the development of the nursing process: assess, plan, implement, and evaluate care. The Registered Nurse directs and guides patient care and teaching and the activities of ancillary personnel while maintaining standards of professional nursing.

QUALIFICATIONS:

1. Graduation from an accredited nursing program with a current California State Board of Nursing License.
2. Current CPR card required.
3. Current ACLS certification required and PALS certification preferred for RNs working in the ER.
4. *All Registered Nurses will be ACLS and PALS certified within six (6) months of hire date.
5. ****At the discretion of the hospital, full time and part time Registered Nurses will be cross trained and work in any nursing department in the District including but not limited to Emergency, Acute, and Long Term Care.

ESSENTIAL NURSING DUTIES:

1. Provide direct nursing care according to accepted standards of care and in accordance with hospital policies and procedures.
2. Plan, provide, and evaluate nursing care recognizing and interpreting symptoms, reporting patients' conditions, and instituting remedial measures in adverse developments.
3. Complete nursing assessment on new patients and each shift on all patients.
4. Implement teaching with patients and families consistent with the medical regime.
5. Maintain and update the care plan according to the changing needs of the patients.
6. Recognize, report, and record any change in conditions or behavior of the patients.
7. Make regular rounds on assigned patients.
8. Give concise, pertinent, and accurate reports on patients.
9. Act as preceptor for new employees and report progress to the Director of Staff Development and the Chief Nursing Officer.
10. Accurately communicate in writing through utilization of appropriate charting method, patient care summary, and proper transcription of medical orders.

11. Follow procedures regarding incidents and accidents.
12. Complete and document narcotic count as required.
13. Safely and accurately administer medications.
14. Initiate and monitor IV and blood component therapy.
15. Make assignments according to the needs of the patients and the staff.
16. Direct the care of patients assigned to Licensed Vocational Nurses and Certified Nurse Assistants.
17. Identify unit problems and follow proper channels for solution.
18. Assist Administrative House Supervisor in problem solving by identifying alternatives.
19. Establish therapeutic rapport with patients, families, and visitors - respecting patients' rights to privacy and **CONFIDENTIALITY** of information.
20. Communicate pertinent information regarding patients at shift reports.
21. Recognize and respond to priorities in the patient care process and adapt to changes in workload.

ESSENTIAL EMERGENCY CARE NURSING DUTIES:
When designated to the Emergency Department.

22. Take report from the off going Emergency Room Registered Nurse and walk through the Emergency Department to assess operational status and check the Emergency Room crash carts.
23. Assure the cleaning and maintaining of all Emergency Rooms and that they are at full operational status.
24. Respond to all STAT and triage calls from admitting.
25. Manage ambulance radio traffic.
26. Meet all patients admitted to the Emergency Department via ambulance.
27. Assess all critical Emergency Room patients and coordinate care, as ordered, for all Emergency Room patients.
28. Assume responsibility for directing Code Blue if ACLS certified.
29. Take all verbal or telephone orders regarding medications for Emergency Room patients.
30. Notify admissions when an Emergency Room patient is admitted, complete the Nursing Admission Interview, give the receiving nurse a clear and concise report, and assist with assembling the admission paper work and the chart.

31. Assist the Acute Care nurses in transferring an admitted patient to his/her assigned room.
32. Review all Emergency Room records for completion at the end of shift.

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ESSENTIAL GENERAL NURSING DUTIES:

33. Assume responsibility for pharmacy when Drug Room Nurse is off duty or away during regular hours.
34. Provide proper notification for absences and tardiness and is punctual at start of shift.
35. Observe hospital dress code and wear identification badge.
36. Maintain a clean and safe environment for patients and other nursing staff.
37. Demonstrate understanding of emergency/disaster situations and response plans.
38. Assist in maintaining equipment assigned to patient care and report malfunctioning equipment to the appropriate personnel.
39. Attend mandatory meetings and inservices.
40. Complete annual employment health requirements in a timely manner.
41. Keep all required licenses and certifications current.
42. Observe safety precautions.
43. Perform other duties as assigned.
44. Follow all general and departmental safety, security, and health procedures and policies. Utilize all safe work practices recommended for department.

SKILLS AND ABILITIES:

1. Use common sense and special medical skills to care for the sick or handicapped.
2. Understand technical information from supervisors, charts, reference books, manuals, policies, and labels.
3. Demonstrate the ability to perform essential duties skillfully by utilizing eyes, ears, hands, and fingers.
4. Remain calm and work efficiently in an emergency.
5. Communicate with people when they are sick, handicapped, or nervous.
6. Shift quickly and efficiently from one assigned task to another as necessary.
7. Follow instructions exactly.

8. Record information accurately.

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REASONING, MATHEMATICAL, AND LANGUAGE DEVELOPMENT:

Indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development: Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Mathematical Development: General Math: Practical application of fractions, percentages, ratio and proportion, measurements, logarithms, and practical algebra.

Language Development: Reading: Read scientific and technical journals, abstracts, and financial reports.

Speaking: Conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion.

RELATIONSHIPS TO DATA, PEOPLE, AND THINGS:

Data: Compiling: Gathering, collating, or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.

People: Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.

Things: Manipulating: Using body members, tools or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material.

SAFETY AND REGULATORY COMPLIANCE RESPONSIBILITIES:

Conducts the District's business in an ethical and lawful manner, and is willing to report any knowledge of real or potential fraud or abuse according to District policy.

ENVIRONMENTAL CONDITIONS:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

PHYSICAL REQUIREMENTS AND BASIC SKILLS: See attached.

SUPERVISED: Administrative House Supervisor and Chief Nursing Officer.

ORGANIZATIONAL POSITION: Nursing

* effective 7/15/92 rev. 12/2/96, 01/06/04 *** effective 1/15/92 rev. 11/95, 12/2/96

** effective 2/8/99 rev. 6/16/99 **** effective 10/26/95

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