

JOB TITLE: Registered Nurse	DEPARTMENT: Acute Care Unit (IP)	POSITION OF SUPERVISOR: ED/Acute Care Nurse Manager
FLSA STATUS: Non-Exempt	ANTICIPATED HOURS PER WEEK:	EFFECTIVE DATE:

**Position Summary:**

- Provides / administers nursing care to patients in a safe, efficient, and courteous manner
- Follows proper nursing procedures in accordance with hospital policies and procedures
- Demonstrates knowledge of the principles of growth and development over the life span and possesses the ability to assess data reflective of the patient's status and interpret the information needed to identify each patient's requirements relative to his/her age-specific needs

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	BSN preferred
<b>Experience:</b>	Prefer two (2) years of experience as a registered nurse
<b>Special Skills, Licenses or Certifications:</b>	Basic computer knowledge Current RN licensure in the State of Colorado Current BLS Certification ACLS, PALS preferred
<b>Language Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to read, write, and clearly express one's self in English 100% of the time</li> <li>• Additional languages preferred</li> <li>• Demonstrates ability to listen</li> <li>• Demonstrates ability to clearly convey thoughts in speech and written word</li> </ul>
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Ability to walk at a rapid pace 90% of the time</li> <li>• Ability to work at heights of 24-40 inches</li> <li>• Ability to push stretchers, wheelchairs, and beds</li> <li>• Ability to transfer adult patients from wheelchair to bed, bed to wheelchair</li> <li>• Able to lift, move, and/or position weights, patients &gt;50 pounds</li> <li>• Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time</li> <li>• Able to initiate CPR 100% of the time</li> <li>• Must have fine motor skills 100% of the time</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time</li> <li>• Good mental health</li> <li>• Demonstrate tact, versatility, and dependability</li> <li>• High degree of self-motivation and directional initiative</li> <li>• Ability to function independently</li> <li>• Ability to cope and remain calm in escalating situations</li> </ul>

	<ul style="list-style-type: none"> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators</li> </ul>
<b>Work Environment:</b>	Work is performed with exposure to work stress, environmental stress, and frequent interruptions.
<b>Job Hazards:</b>	<ul style="list-style-type: none"> <li>• Exposure to communicable disease</li> <li>• Verbal or physical abuse</li> <li>• Radiation and hazardous materials</li> <li>• Physical strain due to lifting, moving, and positioning patients and/or equipment</li> <li>• Liability due to current public consciousness</li> <li>• Potential exposure to blood and body fluids</li> <li>• Potential chemical exposure</li> <li>• Potential equipment and device / product hazards</li> </ul>

**Standard Job Requirements:** *At all times, employee shall satisfy the following requirements:*

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public)
5. Be courteous, respectful, honest, and solution-oriented in dealing with others
6. Communicate accurately, clearly, and effectively both orally and in writing
7. Possess excellent organizational skills and the ability to multi-task
8. Work independently and perform the job with minimum supervision
9. Checks email at least once daily when on shift
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required
12. Respect the importance of compliance and quality programs and support the same
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software
14. Participate in employee training, Disaster Preparedness and emergency events
15. Perform other job duties, as assigned by a supervisor

**Essential Duties, Functions and Responsibilities:** *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

1. Administers nursing care to patients in a safe, efficient, and courteous manner
2. Follows proper nursing procedures in accordance with hospital policies and procedures
3. Demonstrates knowledge of the principles of growth and development over the life span and possesses the ability to assess data reflective of the patient's status and interpret the information needed to identify each patient's requirements relative to his/her age-specific needs
4. Courteously greets all patients
5. Use at least two identifiers when confirming the identity of each patient (i.e., name and date of birth)
6. Appropriately triages patients

7. Efficiently and accurately reconcile and document the patient's current medications and allergies
8. Efficiently and accurately complete and document necessary assessments / histories with the patient
9. Accurately administer and document medications as directed by the Provider
10. Accurately administer and document immunizations as directed by the Provider
11. Follow up on all outstanding orders in a timely manner
12. Perform and document basic nursing procedures (i.e., EKG, respiratory treatments, medication administration, intravenous therapy, splinting etc.)
13. Maintain a basic understanding of CPT and ICD 10 codes
14. Utilize required templates and/or forms when documenting within the electronic health record
15. Schedules follow up appointments as directed by the Provider
16. Presents / provides patients with appropriate patient education and visit summaries at the end of each visit
17. Room all patients in a timely manner
18. Know and practice the prescribed vision, mission, core values and standards of Pagosa Springs Medical Center
19. Interact with other departments and staff members in a manner which promotes optimum service to the patients and/or the public
20. Demonstrate willingness to perform tasks and complete assigned work, does not leave unfinished tasks for others to complete
21. Prioritize tasks so that the most important tasks are completed first
22. Initiates action to prevent the occurrence of any potential problems or nonconformities relating to patient care or supporting activities
23. Initiates, recommends or provides solutions through designated channels
24. Report to work when scheduled; If absent, notifies supervisor in advance per policy
25. Answer telephones and return voicemails in a timely manner
26. Adhere to Pagosa Springs Medical Center Dress Code
27. Adhere to all OSHA Guidelines
28. Adhere to all HIPAA Guidelines
29. Adhere to all Safety Manual Guidelines
30. Adhere to all approved Policies and Procedures
31. Attend meetings and trainings at least 50% of the time, read and sign all minutes if meeting not attended
32. Coordinates and supervises patient care
33. Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the patient and family regarding pain management.
34. Demonstrates knowledge of general medical/surgical nursing principles
35. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors
36. Ability to perform waived testing (point of care testing) per hospital policies and procedures
37. Ability to interpret results of waived tests; takes the appropriate action on waived test results
38. Demonstrates the knowledge of medications and IV fluids and/or blood products and their correct administration based on age of the patient and the patient's clinical condition
39. Demonstrates the ability to formulate an individualized plan of care as indicated and evaluates for effectiveness
40. Follows the five (5) medication rights and reduces the potential for medication errors
41. Formulates a teaching plan based on identified patient learning needs and evaluates effectiveness of learning; family is included in teaching as appropriate, from admission to discharge
42. Consistently provides patient with explanation and verbal reassurance
43. Identifies physical symptoms and changes and takes appropriate action in a timely manner
44. Demonstrates knowledge of cardiac monitoring and can identify dysrhythmias. Demonstrates the ability to take appropriate action based on rhythm interpretation.

45. Makes decisions reflecting knowledge of facts, knowledge of diseases/conditions, care required and sound judgment
46. Identifies and addresses psycho-social needs of patients and families. Appropriately adjusts care for patients of all cultural and religious backgrounds.
47. Consults other departments, as needed and as appropriate, to provide for an inter-disciplinary approach to the patient's needs
48. Manages and operates equipment safely and correctly
49. Meets current documentation standards and policies and completes within their assigned shift
50. Carries out medical and surgical asepsis during treatments and special procedures. Utilizes universal precautions with all patients.
51. Ensures a "time out" is performed in accordance with the hospital policy and procedure.
52. Assists with orienting new staff members to the department.

**Approved by:**

	ED/Acute Care Nurse Manager	
<b>(Supervisor – Signature)</b>	<b>(Title)</b>	<b>(Date)</b>
	Human Resources Manager	
<b>(Human Resources– Signature)</b>	<b>(Title)</b>	<b>(Date)</b>

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is "at will" and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. 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 if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

<b>(Print Employee Name)</b>	<b>(Employee Signature)</b>	<b>(Date)</b>