

**Bibb Medical Center**  
**Job Description**

**Job Title:** Registered Nurse  
**Department:** Hospital Nursing Service  
**Reports To:** Director of Nursing  
**Supervises:** Licensed Practical Nurses, Certified Nursing Assistants  
**Approved By:** TSmith  
**Approved Date:** 6/2001  
**Employee Name:**

**FUNCTION**

To participate in the delivery of individualized patient care to assigned patients utilizing the nursing process of assessment, planning, implementation, and evaluation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned by the department director or supervisor as necessary.

Adheres to scheduled work hours according to policy (i.e. on and off duty, call-ins, changes in schedules, lunch/break time).

Attends and participates in Staff Meetings.

Follows appropriate lines of authority in communicating questionable practices.

Accepts individual responsibility and accountability for his/her own actions and judgments.

Demonstrates flexibility and adapts to change by emergencies, schedule or staffing adjustments. Works various shifts as needed.

Handles interruptions in a calm manner.

Able to deal effectively with hostile and emotionally upset customers, family members, staff, physicians, etc.

Assumes responsibility for own personal continuing education and developmental needs: attends meetings, workshops and conventions to enrich personal knowledge, growth and skill in providing clinical care for patients.

Attends and participates in continuing educational programs designed to keep abreast of changes in profession, as well as to maintain license on a current basis.

Assists in the education of new personnel and health care students.

Able to care for patients within all age groups.

Orientate and document patient/family to immediate environment, means of communication, bed controls, lights, bathroom, TV, phone, personnel assigned to their care, etc.

Correctly operates and ensures proper function of equipment utilized in patient care.

Obtains instruction and supervision when implementing new or unfamiliar nursing techniques or practices.

Reports potential hazardous situations to charge nurse or appropriate authority.

Secures and documents information relating to patient valuable according to Nursing Service policy and procedures.

Attends yearly orientation. Responds appropriately to all drills, evacuation procedure and follows Universal Precautions.

Checks Crash Cart and emergency equipment for completeness and documents.

Reports occurrences to charge nurse or appropriate authority, accurately completes an occurrence report in a timely manner and forwards report to Director of Nursing.

Closely observes, implements and documents safety measures based on needs of patient with sensory/motor deficits and/or inability to protect themselves from injury (i.e. documents release and exercise of restrained extremities of infants and adults, precautions for blind and deaf).

Applies knowledge of illnesses, injuries and diseases and uses available resources in assessment process.

Initial assessment findings on the assessment form within 8 hours of admission.

Subsequent assessment findings throughout the patient's hospitalization.

Participates and reports in the classification of patients.

Recognizes subtle changes in patient's physical and psychological condition and initiates appropriate action.

Identifies abnormal diagnostic data (such as lab reports, x-rays, etc.). Documents in nurses notes and notifies physician.

Continues to evaluate patient and family needs throughout the course of patient's stay -- altering nursing interventions as appropriate.

Plans with patient, family, physician and other health team members, care that will alleviate or significantly reduce the identified patient problems, including the needs of the dying patient.

Documents the plan of care within the admitting shift: existing and/or potential problem statement, measurable patient goals including target date, actions to facilitate goals including target date, needs regarding patient teaching and discharge planning, evaluation of each goal in time frame specified target date.

Updates the plan of care based on continuing assessment and change in patient's status (i.e. problems related to diagnostic, pre-op, or post-op stage of hospitalization).

Communicates any recognized need of patient and the family to appropriate person.

Accurately transcribes physician's orders. Clarifies unclear orders with the physician.

Performs clinical and technical aspects of care via nursing and/or physician orders (i.e. dressing change, decubitus care, infusion pump, patient monitoring).

Establishes realistic work flow priorities, delegating appropriate tasks to insure that work is completed within the allotted time.

Prepares, administers and documents medication as prescribed by the physician. Recognizes unusual dosage, method of administration and possible side effects of medication administered. Seeks information regarding unfamiliar drugs prior to administration. Reports suspect or adverse reactions of any medication to the charge nurse/DON and physician.

Gives priority to STAT orders.

Checks physician orders for 24 hour period.

Documents patient's response to PRN meds.

Administers and documents intravenous therapy according to policy and procedure. Monitors and documents infusion -- rate and type -- and site. Communicates and documents pertinent information (i.e. infiltration, rate, relocation of site, I.V. intake and fluid count).

Documents I.V. site care and tubing change.

Provides personal care (i.e. bath and oral hygiene) based on patient's need of assistance with activities of daily living.

Collaborates with the nurse in charge during shift report to assure appropriate and equitable patient assignments are made, based on their education, job description, demonstrated competency and difficulty of task.

Performs ancillary tasks required in the provision of meeting patient's needs (i.e. food tray and water distribution, linen change).

Gives complete and accurate shift change report.

Participates in nursing services quality assurance activities: assist with monitoring, develops and implements Quality Assurance Program, identifies potential or real problems that warrant monitoring.

Respects patient's need for privacy. Attempts to control noise in work areas. Addresses patients by surname initially (if not known previously to employee). Does not address others by endearing names. Introduces self to patient and visitors upon first interaction. Calls the patients and visitors by names.

Demonstrates pride in quality of work, which reflects favorably on image of self, department and hospital.

Contributes to teamwork: Promotes harmonious atmosphere with positive attitude. Speaks well of other employees, physicians and departments. Is sensitive and can identify when others are in need of assistance. Will take initiative to assist employees.

Acknowledges physicians by name and takes initiative to assist.

Explains tests and procedures to patients and visitors (when appropriate). Will offer the patients options from which to choose when applicable.

Generally assumes responsibility without making delays.

Solves problems and conflict: Demonstrates empathy when patients or other communicate problems and complaints and is resourceful in solving those. Acknowledges that the problem is valid to the guest's perception. Listens carefully without becoming defensive. Maintains a calm exterior when confronted. Will attempt to identify and suggest solutions. Will use referral sources for assistance.

Maintains confidentiality: Does not discuss patient information outside of the clinical are. Does not discuss sensitive information about hospital operations with others in public.

Answers patient requests/call lights quickly, whether that of assigned patients or not.

Follows up with patients, physicians and fellow employees when expected to do so. Can identify needs of others and responds before being asked.

Promotes telephone courtesy: answers within three rings. Answers with department, name, and status. Exhibits courtesy and professionalism. Speaks distinctly and with a pleasant tone. Transfers calls correctly.

Exhibits loyalty and pride: Speaks well of hospital, physicians and employees. Does not engage in gossip. Communicates interest in present and future plans of the hospital. Attempts to keep grounds, common areas and work space clean and free of debris.

All other duties as assigned.

**EDUCATION and/or EXPERIENCE**

Graduate of an accredited school of nursing. Current license to practice as a Registered Nurse in the State of Alabama. ACLS, PALS, NALS (one or more preferred). Current CPR certification.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

Works inside an atmospherically controlled environment. Must be able to move intermittently throughout the work day. Physical stamina required for walking and standing most of the day and for long periods. Is able to sit, stand, bend, lift, walk and move intermittently during working hours. Must be able to cope with the mental and emotional stress of the position. Must possess sight/hearing senses, or use prosthesis that will enable these senses to function adequately so that the requirements of this position can be fully met. Must function independently, have flexibility, personal integrity, and the ability to work effectively with customers, personnel and support agencies. Must be in good general health in regards to frequent exposures to infectious waste, diseases, conditions, etc. Must be able to relate to and work with ill, disabled, elderly, uncooperative, emotionally upset, and at times, hostile people within the facility. Able to reach, lift, bend, and crouch (for possibly long periods of time). Must be able to lift and move medical supplies, etc. Includes ability to lift 50 pounds occasionally and 25 pounds on a regular basis. Must be able to turn most patients independently. Must be able to speak the English language in an understandable manner. Ability to respond to STAT situations. Works throughout the nursing service areas (i.e. designated department, nurses' station, patient's rooms, etc.) and possibly in office areas. Possibility of cuts, needle sticks, or burns from instruments and equipment.

**EVALUATION**

**Frequency:** Annually

**By Whom:** Direct Supervisor, Director of Nursing

**Criteria:** Evaluations are based on the requirements and job duties set forth in this job description.

I have read this job description and understand the duties outlined above.

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Employee Signature

Date

Updated 4/22/03