


OROVILLE HOSPITAL

JOB DESCRIPTION

 Oroville Hospital	Job Description for REGISTERED NURSE/CHARGE NURSE	Department:	Nursing Administration
		Dept. #:	8720
		Last Reviewed:	05/08; 08/12
		Last Updated:	

TITLE: REGISTERED NURSE/CHARGE NURSE

DEPARTMENT: NURSING ADMINISTRATION

REPORTS TO: V.P. NURSING

I. NATURE OF POSITION

The Registered Nurse/Charge Nurse working in Nursing Administration is responsible for planning, organizing, implementing and evaluating patient care of patients of all ages pediatric to geriatric. The RN coordinates, delegates, and provides direct nursing care for patients by working cooperatively with patients, family members, and all patient care team members. The RN provides supervision for patient team members in accordance with their level of training and the patient's acuity.

II. REQUIREMENTS

- A. Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California.
- B. Experience as a staff nurse for one year preferred.
- D. Current CPR certification

III. LIFTING REQUIREMENTS

- A. Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds.

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STANDARDS OF PERFORMANCE

POSITION TITLE: Registered Nurse in Nursing Administration

RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p>A. <u>DEMONSTRATES PROFESSIONAL RESPONSIBILITY IN THE RN ROLE</u></p> <p>B. <u>CONDUCTS AN INITIAL AND ONGOING ASSESSMENT DESIGNED TO GATHER DATA RELEVANT TO THE PATIENT'S INDIVIDUAL NEEDS TAKING INTO CONSIDERATION SPECIFIC NEEDS FOR AGE.</u></p>	<ol style="list-style-type: none">1. Complies with personnel policies.2. Delegates nursing activities to other RNs, LVNs, CNAs and unit Clerks.3. Takes action based on constructive performance evaluations and feedback.4. Takes responsibility for helping to meet own learning needs. Recommended classes:<ol style="list-style-type: none">A. Chemotherapy5. Maintains confidentiality when interacting with patients, families, personnel, and the public.6. Responsible for maintaining current licenses/certificates on file.<ol style="list-style-type: none">A. CPRB. RN licensesC. completed skills list7. Completes assignments, documents and signs all care prior to end of shift.8. Acts as the patients advocate9. Attends 75% of scheduled staff meetings. <p>Review of assessments of patients</p> <ol style="list-style-type: none">1. Respiratory Component:<ol style="list-style-type: none">a. Identifies breath soundsb. Recognizes abnormal breath soundsc. Recognizes abnormal ABGsd. Identifies amount and character of secretionse. Determines need for supplemental oxygen/suction.

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<p><u>C. IN COLLABORATION WITH THE PATIENT FAMILIES, IMPLEMENTS A PLAN OF CARE</u></p>	<ul style="list-style-type: none"> 2. Cardiac Component: <ul style="list-style-type: none"> a. Performs cardiovascular assessment. b. Equipment - Attaches patient to telemetry 3. Neurologic Component: <ul style="list-style-type: none"> a. Performs neuro assessment. b. Records on Neuro flow sheet if required. 4. Renal Component: <ul style="list-style-type: none"> a. Assesses the volume and characteristics of urine output vs intake. b. Records I & O when appropriate. 5. Multisystem Component: <ul style="list-style-type: none"> a. Performs abdominal assessment. b. Assesses amount and characteristics of gastric secretions. c. Assesses the patency of various gastrointestinal drainage tubes. d. Inserts an NG tube. e. Assesses nutritional status. f. Assesses surgical/trauma wounds. g. Assess surgical/trauma wounds. h. Recognizes the significance of abnormal lab values. 6. Psychosocial Component: <ul style="list-style-type: none"> a. Determines patient's response to the environment. b. Identifies patient's support system. c. Determines patient's response to pain. d. Patient/family education. e. Environmental needs. f. Discharge needs. <ul style="list-style-type: none"> 1. Identifies nursing diagnoses or problems based on patients assessments. 2. Formulates an etiology for nursing diagnosis. 3. Begins discharge planning.

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<p><u>D. DEVELOPS A PLAN OF CARE FOR SELECTED PATIENTS.</u></p> <p><u>E. IMPLEMENTS THE PLAN OF CARE</u></p>	<p>1. Identifies desired outcomes each nursing diagnosis/problem.</p> <p>2. Determines nursing intervention to reach outcomes.</p> <p>3. Prioritizes patient care activities.</p> <p>1. Provides, delegates and supervises care for medical patients.</p> <p>A. Cardiac</p> <ul style="list-style-type: none">1. R/O MI2. CHF3. A.S.H.D.4. Peripheral Vascular Disease. <p>B. Pulmonary Patients</p> <ul style="list-style-type: none">1. COPD2. Pneumonia <p>C. Neurologic</p> <ul style="list-style-type: none">1. CVA2. Concussion Syndrome3. Comatose4. Seizure Disorder <p>D. Gastrointestinal</p> <ul style="list-style-type: none">1. Hepatic disease2. GI Bleed3. Gastroenteritis <p>E. Renal</p> <ul style="list-style-type: none">1. Acute Renal Failure2. Chronic Renal Failure <p>F. Endocrine</p> <ul style="list-style-type: none">1. Diabetes <p>G. Autoimmune disorders</p> <ul style="list-style-type: none">1. Rheumatoid arthritis2. Systemic Lupus Erythematous3. Multiple sclerosis <p>H. Oncology</p> <ul style="list-style-type: none">1. Tumors2. Leukemia <p>I. Multi System</p> <ul style="list-style-type: none">1. AIDS2. Terminally ill3. Septic

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<p><u>G. ORGANIZES NURSING CARE FOR A GROUP OF PATIENTS</u></p>	<ol style="list-style-type: none">1. Establishes priorities for patient care activities.2. Delegates nursing activities to appropriate staff.
<p><u>H. COMMUNICATES RELEVANT PATIENT INFORMATION</u></p>	<ol style="list-style-type: none">1. Reports changes in patient's status to charge nurse or physician, and staff caring for patient.2. Documents nursing care consistent with hospital charting standards.3. Complies with hospital policy for receiving doctor's orders, including verbal and phone.4. Orients patients and family to Unit environment as able.5. Relates Unit policy regarding visitors to family & friends.6. Accurately gives report to oncoming shift.7. Report extraordinary patient problems to supervisor, Vice President of Nursing or administrator as necessary.
<p><u>I. POLICIES AND PROCEDURES</u></p>	<ol style="list-style-type: none">1. Complies with hospital policies procedures for selected precautions <i>i.e.</i> seizure, suicide.2. Prepares patient for operating room.3. Uses principles of body mechanics in mobilizing patient or objects.<ol style="list-style-type: none">A. Asks for help when lifting heavy patients4. Complies with policies for immobilization and restraints.5. Complies with policies for electrical safety.6. Checks the Crash cart per policy7. Incorporates infection control principles in practice.8. Demonstrates skills related to the management of emergency situations.9. Complies with policy for cardio-pulmonary arrest.10. Demonstrates how to place STAT calls.11. States hospital DNR/DNI policy12. Complies with policy regarding risk management.<ol style="list-style-type: none">A. Demonstrates appropriate use of Risk information reports.13. Assists with PI studies<ol style="list-style-type: none">A. Collects data.B. Responds to corrective plans.14. Familiar with Med/Surg policy and procedure manual.

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<p><u>J. CHARGE NURSES</u></p> <p><u>EFFECTIVELY AND SAFELY ORGANIZES AND MANAGES A NURSING UNIT FOR HIS/HER SHIFT.</u></p>	<ol style="list-style-type: none">1. Makes assignments according to the needs of the patient and the capabilities of the staff.2. Organizes and prioritizes work to be completed.3. Effectively problem solves for self and other personnel on shift.4. Gives concise report of patient's condition to physician.5. Gives accurate, pertinent report to oncoming staff.6. Provides direct nursing care.7. Functions as a liaison between Nurse Manager and staff.8. 7. Provides information to the Nurse Manager regarding performance of individuals as appropriate.9. Provides guidance and supervision to employees for whom they are responsible.10. Works on assigned projects under the direction of the Nurse Manager.11. Assists the Nurse Manager in keeping productivity and costs within certain standards.12. Assists the Nurse Manager in evaluating staff.
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