

 Oroville Hospital Job Description for RN	Department:	Clinic Management
	Dept.#:	7070
	Last Updated:	7/23/08

Reports To

Director Clinic Management

Job Summary

The Registered Nurse functions under the direct supervision of the provider on duty. The RN assists Doctor and/or provider with direct patient care and assists with establishing priorities in delivery of patient care. The RN administers medication and performs limited waived laboratory tests and documents according to established guidelines. To assure competency, an organized but limited, safety/orientation skills checklist is completed within 8 hours of the first day of work.

Duties

1. Demonstrates competency and professional responsibility in the RN role
2. Personnel are competent in their job responsibilities through appropriate licensure, orientation, training, skills evaluation, annual competencies and the successful completion of an annual employee evaluation. The annual competencies are based upon those specific tasks that are infrequently utilized and/or have a high potential for less than positive patient outcome:

Upon hire;

1. Attends hospital-wide orientation
2. Completed orientation/skills checklist (90 days)

Annually: A Satisfactory, comprehensive annual employee performance evaluation includes but is not limited to:

1. Recent CPR every 2 years
2. 15 C.E.' s based on age and population served every two years
3. Demonstrates competency in specific waived lab testing procedures
4. Safety Education Self-study module
5. Age appropriate test
6. Chart review for completeness (80%)
7. Demonstrates a working knowledge of P&P manual
8. Attends 75% of scheduled staff meetings

3. Gathers data relevant to the patient's individual needs and age group
 1. Obtains and records:
 - Vital Signs
 - Time in/date
 - Weight
 - Medication profile
 - Immunization Record
 - Allergies
 - Chief Complaint
 - Interventions Recorded
 - Records response to Interventions
 - Signature/Initials where appropriate
 4. Implements the plan of care as developed by the provider
 1. Follows providers orders
 2. Evaluates nursing interventions on Medical record
 3. Implements emergency
 4. Complies with hospital policy for receiving doctors orders including verbal and phone
 5. Provides patient/family education
 1. Explains discharge instructions as directed
 2. Hand out appropriate information sheets
 6. Communicates relevant patient information
 1. Reports changes in patient's status to the provider
 3. Documents nursing care consistent with hospital charting standards
 7. Policies and Procedures
 1. Uses principles of body mechanics in mobilizing patient or objects
 - a) Asks for help when lifting heavy patients
 2. Complies with policies for electrical safety
 3. Checks the emergency medication per policy
 4. Incorporates infection control principles in practice
 5. Demonstrates skills related to the management of emergency situations
 6. Complies with policy for cardio-pulmonary arrest
 7. Complies with policy regarding risk management
 - a) Demonstrates appropriate use of incident reports

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8. Assists with IOP studies
 - a) Collects data
 - b) Responds to corrective plans
 - c) Maintains all QC logs
9. Demonstrates use of ambulance transfer policy
10. Has a working knowledge of location of specific policies in the P&P manual
 - a) Safety Manual
 - b) Infection Control Manual
 - c) Administrative Manual
 - d) MSDS Manual
 - e) Disaster Manual
 - f) Practice Specific Manual
 - g) Patient/Family Education
11. Assists Medical Assistant in front office
 1. Uses appropriate telephone etiquette
 2. Documents appointments with accurate patient information
 3. Documents and makes physician and agency referrals
 4. Assists with filing as needed
 5. Makes follow-up telephone calls

Qualifications

- a. Graduates of an accredited school and currently licensed in the State of California
- b. Recent acute care experience and/or medical office/clinic nursing experience
- c. Current CPR certification
- d. Completion of crisis prevention training

Lifting Requirements

Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds. There may be prolonged periods of standing, walking reaching and/or stooping.