

NORTHEAST MONTANA HEALTH SERVICES - WOLF POINT CAMPUS
JOB DESCRIPTION
REGISTERED NURSE

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF NURSING

PURPOSE OF YOUR JOB POSITION

To render professional nursing care to patients within an assigned unit. Performs nursing techniques for comfort and well-being of patients. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patients.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Graduate of an accredited School of Nursing.
2. Must have a current Montana license.
3. Must be able to perform highly skilled nursing techniques. Must be able to make sound nursing judgment.

ESSENTIAL JOB FUNCTIONS

1. Must be able to lift and move patients daily. Must be able to lift a minimum of 50 pounds.
2. Must be able to work on feet all day and free of any lack of mobility problems.
3. Must be able to work flexible hours.
4. Must be able to speak the English language in an understandable manner.
5. Must be able to cope with the mental and emotional stress of the position.
6. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
7. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
8. Must be in good general health and demonstrate emotional stability.
9. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
10. Must display ability to maintain absolute confidentiality at all times.

MAJOR RESPONSIBILITIES

1. Responsible for assessment of all patients.
 - a. Obtains and maintains patient's chart, history, and physical care plan on admission.
 - b. Always aware of patient's condition.
 - c. Team leader - by delegating and assigning nursing staff to patient care and follow up on work being done.
 - d. To be available to make rounds with physician as needed.
 - e. Assures all vital signs are taken accurately in a timely manner.
 - f. Notifies Charge Nurse of any abnormal vital signs and deteriorating condition immediately.
 - g. Able to work in all departments of hospital, Med-Surg, ICU, OB and ER.

- h. Assures continuity of care maintained.
- 2. Responsible for communication with co-workers, physicians, patients, and visitors.
 - a. Interdepartmental: Communicates as necessary, regarding tests, equipment, rooms, scheduling, etc.
 - b. Medical Staff:
 - 1. Makes rounds with physician.
 - 2. Informs physician of any change in patient condition.
 - 3. Follows physicians orders if understood completely, if not clarify.
- 3. Responsible for patient and employee education.
 - a. Instruct and assist patients on specimen collection, tests and procedures.
 - b. Instruct patient on care after discharge.
 - c. Attends in-services as scheduled.
 - d. ACLS, TERN, Geriatric, and CPR Certified.
 - e. Assists with new employee orientation as needed.
- 4. Responsible for patient care.
 - a. Assists and directs nursing staff in giving patient care.
 - b. Works as a team.
- 5. Responsible for administration or oversees administration of medication or IV treatment.
 - a. Able to start IV's.
 - b. Administrates IV medication with and without pump.
 - c. Performs RT treatments.
 - d. Does EKG's.
 - e. Prepares equipment and assist physicians during treatments and examining of patients.
 - f. Administers medication according to procedure and policy.

- g. Medication and treatments are performed on time.
 - h. Always explains procedures and treatments to patient in order to gain cooperation.
 - i. Observes and documents any results, or reactions to medication or treatment.
6. Responsible for documentation on Patients charts.
- a. Documentation of admission and discharge must be done on all patients.
 - b. All documentation must be legible and legal.
 - c. Documentation on patient's charts must be done on all patients.
7. Responsible for supervising Ward Clerks, Aides, and LPN's.
- a. Plans 24 hour care and coordinates activities for ancillary personnel.
 - b. Demonstrates nursing techniques - assists non-professional care personnel in rendering nursing care.
 - c. Responsible for follow-up care delegated to non-professionals.
 - d. Assists in evaluating and counseling ancillary personnel.
8. Responsible to abide by the policies of Northeast Montana Health Services.
- a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date