



Our Nurses Make The Difference!

JOB DESCRIPTION

REGISTERED NURSE

The **Registered Nurse** is a licensed professional who uses the nursing process to provide quality care to patients in a nursing unit. The licensed **Registered Nurse** shall coordinate nursing care; cooperatively work with ancillary nursing, therapies and other care providers and encourages collaborative consultation with peers, physicians, and resource specialists to provide multidisciplinary total patient care, teaching, and discharge planning. Demonstrates competency in all required modalities and for all patients served, i.e.: neonatal, infant, child, adolescent and adult including the aging population.

REQUIREMENTS:

- ◆ Graduate of an approved educational program: Baccalaureate, Associate Degree or a Diploma Certificate and/or state requirements determine by the Board of Registered Nursing, Nursing Commission or other state specific regulatory body.
- ◆ Current licensure in the state of practice
- ◆ Current certification for Cardio-Pulmonary Resuscitation (CPR), Basic Cardiac Life Support (BCLS), and/or Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP).
- ◆ A **minimum** of one (1) year of acute hospital experience as a Registered Nurse within the past three (3) years.
- ◆ A **minimum** of one (1) year of experience following one (1) or more years of acute hospital experience in a specialty or critical care setting within the past three (3) years.
- ◆ Experienced in a healthcare environment with increasing responsibilities and performance successfully demonstrated.
- ◆ Professional decorum and appearance
- ◆ Ability to read, write, and speak proficiently in English.
- ◆ Public Relation ability, interpersonal skill and professional telephone manners.
- ◆ Demonstrates initiative and resourcefulness.
- ◆ Organized, detail oriented, and ability to exercise sound judgment.
- ◆ Flexible, reliable, and adaptable to changing healthcare environment.
- ◆ Demonstrated leadership capabilities and motivational skill to maximize personnel cohesiveness through a supportive team or care partner model.
- ◆ Secure Nursing Service Inc.'s Employee Safety Program
- ◆ SECURE Health Survey and Clearance.
- ◆ SECURE Confidentiality and Privacy Statement of Policy
- ◆ SECURE Controlled Substance Policy.
- ◆ Current Clinical Skill Self-Assessment
- ◆ Successful passage of an expertise screening with an 80% or greater.
- ◆ Successful completion of SECURE Orientation and In-Service program.
- ◆ Observes arrival and departure guidelines for all assignments.

RESPONSIBLE TO:

Director, Patient Care & Ancillary Services.

PURPOSE:

The licensed **Registered Nurse** shall coordinate nursing care; cooperatively work with ancillary nursing, therapies and other care providers and encourages collaborative consultation with peers, physicians and resource specialists to provide multidisciplinary total patient care, teaching and discharge planning.

- ◆ Acknowledges by representation and implementation the policies and procedures of the client facility and the Department of Patient Care Services.
- ◆ Utilizes and effectively demonstrates nursing process ability.
- ◆ Initiates and documents a physical-psycho-social assessment and appropriately communicates the assessment data to members of the care provider team.
- ◆ Develops a collaborative and comprehensive patient plan of care reflecting nursing diagnosis, clinical understanding and knowledge related to the medical diagnosis; ancillary and therapy adjuncts, patient participation and interactive patient - family teaching to initiate discharge planning.
- ◆ Demonstrates knowledge of and accountability for the administration of medications: the therapeutic action, the correct route, side effects, and contraindications; the monitoring of clinical laboratory analysis when pertinent to the medication; the emergency response to adverse reactions and the documentation of support and reflect nursing action.
- ◆ Demonstrates the ability to correctly use medical supplies and equipment to utilize and access both direct and indirect resources to insure patient safety.
- ◆ Demonstrates a quality of nursing care consistent with the nursing model, standards of care and care that is organized with priority based on the individual patient acuity and age specific criteria (pediatrics, adolescent, adult, and geriatrics).
- ◆ Acknowledges patient rights including privacy and confidentiality.
- ◆ Displays inter-personal skills with members of the care provider team, the patient, family and significant others.
- ◆ Demonstrates written, verbal, and non-verbal communications appropriately.
- ◆ Exercises leadership and good judgment in the direction of coordination of care.
- ◆ Consistently displays a professional appearance and conduct in the patient care setting.
- ◆ Assumes responsibility and displays reliability for the completion of all tasks, duties, communications and actions as a professional nurse consistently.

CRITICAL CARE

- ◆ Shall have a minimum of two (2) years acute hospital experience with one (1) or more years of critical care experience which followed the successful completion of an approved educational program in Critical Care Nursing.
- ◆ Shall have skill and ability for critical care tasks including but not limited to invasive and non-invasive monitoring procedures, administration of critical and emergency medications, recognition and response to life threatening arrhythmias with emergency and life supporting procedures.
- ◆ Shall have current Advanced Cardiac Life Support (ACLS) preferred and/or required based on care setting and client policy for assignment.

EMERGENCY ROOM

- ◆ Shall have a minimum of two (2) years acute hospital experience with one (1) or more years of emergency room experience which followed the successful completion of an approved educational program in Emergency Nursing.
- ◆ Shall have skill and ability for critical tasks including but not limited to invasive and non-invasive monitoring procedures, administration of emergency medications, recognition and response to life threatening arrhythmias with emergency and life supporting procedures.
- ◆ Shall have current Advanced Cardiac Life Support (ACLS) preferred and/or required based on care setting and client policy for assignment.
- ◆ Shall have Pediatric Advanced Life Support (PALS) preferred and/or required based on care setting and client policy for assignment.
- ◆ Shall be able to demonstrate critical thinking and ability to triage pts to appropriate level of care within the Emergency room setting.

TELEMETRY / DOU

- ◆ Shall have a minimum of one (1) year experience in a critical care setting or a minimum of two (2) years of acute hospital experience with one (1) year in the past three (3) being in Telemetry / Definitive Observation Unit which followed the successful completion of an approved educational program in Arrhythmia Recognition.
- ◆ Shall have the skill and ability to demonstrate competency and proficiency to recognize life threatening arrhythmias; emergency protocol and life supporting procedures.
- ◆ Shall have current Advanced Cardiac Life Support (ACLS) preferred and/or required based on care setting and client policy for assignment.
- ◆ Shall acknowledge the clinical setting as a patient care area when the client so designates and assigns based on provider skill level and patient acuity.

PEDIATRIC INTENSIVE CARE (PICU)/ NEONATAL INTENSIVE CARE UNIT (NICU)

- ◆ Shall have a minimum of two (2) years acute care hospital experience with one (1) or more years of critical care experience in a specialized setting for pediatric or neonatal nursing care.
- ◆ Shall have skill and ability for critical care tasks, including but not limited to, the understanding, knowledge and principles of neonatal and pediatric medication preparation and administration based on relevant pharmacology.
- ◆ Shall be able to demonstrate competency and proficiency in arterial and phlebotomy techniques as appropriate.
- ◆ Shall have proficiency and competent understanding of the basic principles of blood component therapy.
- ◆ Shall have current Neonatal Resuscitation Program (NRP) and Pediatric Advanced Life Support (PALS) preferred and/or required based on care setting and client policy for assignment.

PEDIATRIC

- ◆ Shall have a minimum of one (1) year experience in pediatrics or at least two (2) years acute hospital experience with one (1) year in the past three (3) being pediatrics.
- ◆ Shall have the skill and ability to demonstrate understanding, knowledge and the principles of pediatric pharmacology, preparation and the administration of pediatric medications.
- ◆ Shall have current Pediatric Advanced Life Support (PALS) preferred and/or required based on care setting and client policy for assignment.

LABOR AND DELIVERY

Responsible for the delivery of patient care through the application of the nursing process of assessment, planning, implementation and evaluation. Responsible for directing and coordinating all nursing care for patients based upon established clinical nursing practice standards. Provides nursing care to Perinatal pts. According to established standards and administrative policies. Demonstrates critical thinking and performance in all areas of the nursing process. Demonstrates responsibility to maintain and apply knowledge based upon Registered Nurse education, training and experience to the clinical setting. Collaborates with other disciplines to ensure safe and effective patient care delivery and the achievement of desired patient outcomes. Serves in the Team Leader role when directed. Serves in the preceptor/orientation role when requested.. Contributes to the provision of quality nursing care through the performance improvement activities/initiatives that demonstrate positive outcomes in patient care. Coordinates the care of assigned patients and supervises the work activities of LVNs and assigned non-professional nursing staff.

- ◆ The Labor and Delivery RN provides direct nursing care in accordance with established policies, procedures and protocols of the healthcare organization. The tasks and responsibilities include:
- ◆ Assesses, plans and evaluates patient care needs including obtaining patient history and assessing for labor risk factors.
- ◆ Carries out physician orders.
- ◆ Cares for patients requiring fetal assessment/fetal monitoring.
- ◆ Manages the patient's pain including epidural and patient controlled analgesia administration management.
- ◆ Administers prescribed medications and monitors vital signs.
- ◆ Assists physician during delivery, treatment, examination and surgical procedures.
- ◆ Serves as the primary coordinator of all disciplines for well coordinated patient care.
- ◆ Monitors, records and communicates patient condition as appropriate utilizing computerized documentation systems.
- ◆ Instructs and educates patients and families.
- ◆ Provides age and culturally appropriate care.
- ◆ Orients and mentors new staff members.
- ◆ Follows Standard Precautions using personal protective equipment as required.

MATERNAL / CHILD

- ◆ Shall have a minimum of two (2) years acute care hospital experience with one (1) or more years of experience in the specialized setting.

- ◆ Shall possess knowledge of etiology and pathophysiology, clinical findings and therapeutic interventions.
- ◆ Shall have knowledge and competency of the nursing care during prenatal, intrapartal and post partal periods.
- ◆ Shall have the competence to provide nursing care of the newborn.
- ◆ Shall be able to demonstrate knowledge and assessment when deviations from the normal maturity cycle occur.
- ◆ Shall have proficiency in fetal monitoring evidenced by current certification.
- ◆ Shall have current life support certification based on clinical area, competency and as required by the Client.

OPERATING ROOM

- ◆ Shall have a minimum of two (2) years or more of operating room experience in an acute hospital within the past three (3) years.
- ◆ Shall indicate clinical skill competency in each operative specialty.
- ◆ Shall indicate experience and competency to circulate and scrub.
- ◆ Shall have current life support certification based on clinical area & specialty competency and as required by the Client.

MEDICAL / SURGICAL

- ◆ Shall have a minimum of one (1) year acute hospital experience as a registered nurse.
- ◆ Shall have demonstrated clinical skill, competency and understanding of nursing care related to the physical and emotional needs of the age specific client.
- ◆ Shall possess knowledge of etiology and pathophysiology, clinical findings and therapeutic interventions.
- ◆ Shall be competent and understand the principles, preparation and administration of pharmacology and medications and principles of blood component therapy.
- ◆ Shall, when experience has been in an area requiring specialized knowledge and equipment, be able to demonstrate clinical skill competency and proficiency.

PSYCHOSOCIAL PSYCHIATRIC

- ◆ Shall have a minimum of one (1) year experience in a mental health setting with identified competence in the areas of care for those with emotional problems.
- ◆ The pediatric, adult and outpatient care setting shall incorporate age specifics, physical (soma) and emotional (psyche) needs and considerations.
- ◆ Shall demonstrate a competent understanding of the bio-psychosocial milieu.
- ◆ Shall have an understanding of psychotropic medications, their preparations and administration.
- ◆ Shall demonstrate competency in safety/restraint measures and possess knowledge of titles, codes and regulations governing the use of such measures.
- ◆ Shall possess current life support certification based on clinical setting, competency and as required by client.
- ◆ Shall have a current certification in Management of Assaultive Behavior (MAB).

UTILIZATION REVIEW

- ◆ Shall have experience in a managed care *and* acute care clinical setting for a minimum of two (2) years or per Client profile. The UR position may be utilized in other settings with a specific experience profile.
- ◆ Shall have experience with the utilization management process including: prior authorizations, prospective, concurrent and retrospective reviews.
- ◆ Knowledge of the managed care industry shall be demonstrated by work experience with an IPA, medical group, HMO, PPO or indemnity insurance carrier.
- ◆ Shall possess certain knowledge and experience of word processing and managed care computer systems. Familiarity with databases such as: MEDLINE, DIRLINE and other National Library of Medicine databases, the FDA and various web sites for pharmaceutical medical devices and healthcare companies is recommended.
- ◆ Shall have knowledge of intensity of service and severity of illness indicators.
- ◆ Shall possess the ability to review elements of the medical record in order to identify establishes criteria for medical need.
- ◆ Shall have sufficient knowledge of clinical environments to identify conditions or procedures needing developmental guidelines.
- ◆ Shall refer/interface, as directed, on issues related to medical need for continued hospitalization and authorized lengths of stay. The ability to receive clinical reports and information for physicians, nurses and others is essential.
- ◆ Reviews, approves and/or refers authorization requests for specialty referrals and procedures according to established Client protocols. Interacting with and knowledge of ancillary providers and their duties is preferred.
- ◆ Shall maintain records of inpatient reviews; conduct chart audits with other members of the department.
- ◆ Identifies and reports issues related to over and under utilizations.

Other requirements may include the following:

- ◆ Shall possess a certification as a Case Manager (C.C.M.).
- ◆ Shall have the competence to demonstrate clinical coordination, high-risk screening, resource utilization, analysis and evaluation. This may include case management for complicated or high cost cases.
- ◆ Shall identify and report quality improvement issues.
- ◆ Concurrent chart review, DRG management, coding, pre-certification, recertification, medical record review/completion and data collection may be components of UR dependent upon Client focus and setting.

PHYSICAL DEMANDS:

- ◆ Considerable standing/walking, may be prolonged and extensive during an assignment period of up to eight (8) to twelve (12) hours.
- ◆ The patient population, i.e. neonatal, infant, child, adolescent, adult and care setting may provide a variance for bending, kneeling, reaching, and stooping.

ANALYSIS:

Occasional	1 - 33%
Frequent	34 - 69%
Constant	70 - 100%

- ◆ **Bending:**
Frequent. Some degree at neck, shoulders, and waist. Required for assisting with patient care.
- ◆ **Carrying:**
Occasional. Carries weight ranging from 10 to 12 lbs. over a distance up to 30 feet.
- ◆ **Lifting:**
Occasional. Light lifting required under 30 lbs. for assisting in patient care, supplies, and linens. If lifting greater than 30 lbs. is necessary, assistance is required.
- ◆ **Pushing/Pulling:**
Frequent. Required when assisting patients in bed, transfers and moving wheelchairs.
- ◆ **Reaching to Full Arm Extension:**
Frequent. Required for repositioning patients, linen changes, hanging and/or retrieving IV's.
- ◆ **Sitting:**
Occasional. Required for documentation.
- ◆ **Standing:**
Occasional. During medication preparation or patient procedures.
- ◆ **Stooping:**
Occasional. Required for monitoring equipment or administering basic patient care.
- ◆ **Twisting:**
Occasional. At waist.
- ◆ **Walking:**
Constant. To and from patient rooms.
- ◆ **Hand Dexterity:**
Frequent. Required for all aspects of patient care.
- ◆ **Finger Dexterity:**
Frequent. Required for documentation, med preparation, dressings and IV changes.
- ◆ **Hearing:**
Constant. Required for clearly hearing sounds, i.e. voice and telephone.
- ◆ **Visual:**
Constant. Required to read small print, i.e. medication labels, computer screens.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

RESPONSIBILITIES:

- ◆ Each health care worker is individually responsible for the observance of materials, policies and procedures regarding Bloodborne Pathogens, Body Mechanics, Electrical and Radiation Safety and Handling

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Type your name and email address, for example: Jane Smith (jane.smith@regina.ca)

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...cautions,
...for, etc.

I have read and I understand the Job Description for Registered Nurse

Print Name: _____

Digitally signed by: _____



Signature: _____

Date: _____