



POSITION DESCRIPTION

DEPARTMENT: NURSING

POSITION: REGISTERED/CHARGE NURSE

PAYROLL: NON-EXEMPT

INTRODUCTION:

The purpose of this Position Description is to outline the summary of duties, reporting relationships, qualifications, experience, duties, responsibilities and working conditions for the position of Registered/Charge Nurse, at Grover C. Dils Medical Center.

SUMMARY:

- A. Provides nursing care according to physician's orders in accordance with recognized nursing techniques and established standards in administrative policies.
- B. Assists in planning nursing services to insure adequate, competent patient care.
- C. Assigns duties to professional and non-professional personnel.
- D. Provides for nursing care of patients and cooperates with other members of the medical care team in providing for patients total needs.
- E. Identifies and studies nursing service problems and assists in their solution.
- F. Regularly visits patients to ensure maximum care and to ascertain the need for additional or modified services.
- G. Maintains records of nursing and medical treatments and related services executed by the nursing team.
- H. Ensures availability of supplies and equipment.
- I. Accompanies the attending physician when making rounds and assists in whatever manner possible.

REPORTING RELATIONSHIPS:

- A. Reports to and is assigned duties and responsibilities by the Director of Nurses or Acting Director of Nurses.

QUALIFICATIONS:

- A. Graduate from an accredited school of nursing.
- B. Current registration with Nevada State Board of Nursing Examiners.
- C. Maintenance of physical and emotional well-being, competence in the area in which the nurse functions.
- D. Possession of personal qualities which make it possible to maintain good inter-personal relationships, such as:
 - 1. kindness,
 - 2. empathy,
 - 3. understanding,
 - 4. Interest in, concern for, and respect for people as individuals,
 - 5. good judgement,
 - 6. integrity, and
 - 7. a sense of humor.
- E. Evidence of knowledge and ability to use recognized channels of communication.
- F. Interest in the profession of nursing as evidenced by membership and active participation in professional nursing organizations.

- G. Comprehensive knowledge of general nursing theory and practice.
- H. Thorough knowledge of principles and methods involved in on-the-job instruction of nursing and ancillary personnel, in demonstrating techniques and method of patient care services.
- I. Familiarity with organization and functions of all departments, policies, procedures and regulations of the hospital.
- J. Willingness to work with realization that errors and incompetence may have serious consequences for patients.
- K. Understanding patients and tact in dealing with patients and visitors.
- L. Memory for details.
- M. Skill in identifying patient and personnel problems and assist in plan solution with immediate supervision.
- N. Good physical and mental health required.
- O. Good vision and auditory acuity to ensure personal safety.
- P. Use of upper and lower extremities.
- Q. Stamina to work long hours.
- R. Eye/hand coordination.
- S. Verbal and math reasoning abilities.
- T. Reading and vocabulary abilities.
- U. Maturity and good character.
- V. Ability to concentrate on details.
- W. Dependability.

EXPERIENCE:

- A. At least six (6) months of hospital experience preferred.

DUTIES AND RESPONSIBILITIES:

- A. Assesses the nursing needs of each patient on a continuing basis.
- B. Determines, implements, and evaluates the nursing care of patients.
- C. Must demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in the facility.
- D. Evaluates and appraises the ability of each member of the nursing team.
- E. Delegates nursing function to personnel in accordance with hospital policy and generally accepted nursing standards.
- F. Directs and supervises all nursing activities performed by Licensed Practical Nurses and all functions performed by auxiliary workers in support of nursing activities.
- G. Understands and interprets nursing service policies.
- H. Participates in plans and programs designed to improve the care of patients.
- I. Assumes responsibility for continuous self-improvement and for promoting the development of other nursing service personnel.
- J. Develops nursing care plans and integrates them with medical care plan.
- K. Utilizes professional members of the team for those aspects of nursing care requiring professional knowledge, judgment, and skill.
- L. Maintains a professional, neat appearance while on duty. Uniform is required.
- M. Sets up and passes all medications, checks medication cards the beginning of each shift against doctor's order sheets for acute care patients. Notes all changes on long-term care orders on MTR and checks against physician orders..
- N. Assigns all IV therapy and special treatment.
- O. Closely supervises and directs care of all patients.
- P. Reports any problems with patients or staff directly to the Director of Nurses or Assistant Director of Nurses each shift.
- Q. Charts concisely all pertinent information on all patient charts.
- R. Organizes and directs nursing care and other associated activities during tour of duty.
- S. Makes assignments for nursing personnel at the beginning of the work shift.
- T. Makes rounds with and assists the physicians as indicated.
- U. Investigates and reports all incidents and accidents involving patients or personnel and reports to the

- Director of Nurses or Assistant Director of Nurses.
- V. Gives direct patient care as needed to maintain a high standard of nursing care.
 - W. Notifies Director of Nurses or Assistant Director of Nurses of unexpected changes in staffing.
 - X. Prepares specific written nursing histories and nursing care plans and helps to implement and evaluate them.
 - Y. Responsible for interpretation and execution of physician orders.
 - Z. Identifies physical, emotional, and other needs of the patient.
 - AA. Prepares and maintains comprehensive and informative patient charts.
 - BB. Admits and discharges patients according to prescribed policies.
 - CC. Implements hospital policies and procedures.
 - DD. Maintains and replenishes supplies as needed.
 - EE. Helps maintain and implement infection control policies and procedures.
 - FF. Assists in cleaning the emergency room as necessary.
 - GG. Accounts for controlled drugs.
 - HH. Participates in all mandatory in-services
 - II. Coordinates activities with other departments and refers all major problems to the Director of Nurses or Acting Director of Nurses.
 - JJ. Complies with all Federal and State Regulations.
 - KK. Adheres to the dress code of the facility and the department, with regard to infection control.
 - LL. Performs other reasonably related duties as assigned by immediate supervisor and other management, as required.

WORKING CONDITIONS:

WORK POSTURE REQUIREMENTS:	N/A	RARELY	OCCASIONALLY	FREQUENT	CONSTANT
SITTING				X	
STANDING				X	
WALKING				X	
DRIVING	X				
BENDING/WAIST				X	
CROUCHING/SQUATTING		X			
KNEELING			X		
CRAWLING		X			
CLIMBING			X		
TWISTING				X	
REACHING				X	
BALANCING				X	
THROWING		X			
DEXTERITY REQUIREMENTS:				YES	NO
FINGERING (Picking, Fine Movements)				X	
HANDLING (Holding, Grasping)				X	

WRIST MOTION (Repetition, Flexing, Rotation)	X	
FEET (Foot Pedals)	X	
CARRYING REQUIREMENTS:		
Items Carried: Multiple	LIFTING REQUIREMENTS:	
Distance: 10-200 feet	Items Lifted: Multiple	
Times/Day: Multiple	Average Wt.: Variable, <10 pounds	
How Carried: By arms close to body	Maximum Wt.: Variable, 25 pounds	
Average Wt.: <10 pounds	Times/Day: Multiple	
Maximum Wt.: 25 pounds	Lifting Levels: Floor, Knee, Waist, Chest, Overhead	
Items Carried on Person: Pens, Personal Items		
PUSH/PULL REQUIREMENTS:		
Items Pushed: Wheelchairs, gurneys, laundry bins, linen carts	ENVIRONMENTAL CONDITIONS:	
Times/Day: Multiple	Inside	
Items Pulled: Wheelchairs, gurneys	Cramped quarters	
Times/Day: Multiple	Moving objects and/or patients	
	Electrical hazards working with electrical equipment	
	Exposure to infectious diseases	
	Works with others and alone	

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Is there anything that would keep you from meeting the position duties/requirements as outlined above? Yes _____
 No _____ If "Yes", please explain: _____

I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.

 EMPLOYEE'S SIGNATURE

 DATE

 SUPERVISOR'S SIGNATURE

 DATE