

JOB DESCRIPTION

SURGICAL NURSING UNIT REGISTERED NURSE

Department: Nursing
Reports to: Nursing Unit Manager
Ages of Patients served: Twelve through geriatric

JOB SUMMARY

A registered professional nurse with expertise in medical/surgical nursing care with an understanding in physiology and pathophysiology of medical and surgical procedures as well as the pharmacodynamics of anesthesia and analgesia. Assumes responsibility and accountability for the care and teaching of patients and their significant others. Directs and provides care to these patients utilizing therapeutic use of self, the nursing process, the environment, instrumentation, and other members of the health care team.

JOB DUTIES & RESPONSIBILITIES

1. Performs assessments/data collection in an ongoing and systematic manner, focusing on physiologic, psychologic and cognitive needs of the patient/family. Utilizes assessment data in formulating nursing diagnoses.
2. Formulates a goal-directed plan of care which is prioritized and based on determined nursing diagnoses and expected patient outcomes.
3. Implements care in a knowledgeable, skillful, consistent, and continuous manner by utilization of pre-determined standards which define the structure, process, and desired patient outcomes of the nursing process.
4. Evaluates patient response to care given by all health care team members, and the effects of systems, environment and instrumentation on progress of patient toward expected outcomes.
5. Reformulates plan of care based on changing patient needs and evaluation of effectiveness of care provided.
6. Utilizes the Primary Nursing model in all aspects of the nursing process.
7. Demonstrates competency in psychomotor skills.
8. Identifies patient/family learning needs, implements appropriate measures to meet these needs and evaluates patient/family response to education related to hospitalization and discharge.
9. Performs all documentation functions in timely, accurate, and concise manner.
10. Demonstrates awareness and sensitivity to patient/family rights with respect for dignity and confidentiality.

11. Functions with an awareness and application of safety issues and adheres to patient/staff safety policies as identified within the institution.
12. Performs efficiently in emergency patient situations following established protocols, remaining calm, informing appropriate persons, and documenting significant events.
13. Demonstrates responsibility and accountability for own professional practice.
14. Demonstrates an awareness of legal issues in all aspects of patient care and unit function, utilizing appropriate resources to manage situations and minimize the risk to patients, self, colleagues and the institution.
15. Strives for continuous improvement in delivery of patient care.
16. Demonstrates appropriate delegation of tasks and duties in the direction and coordination of the health care team members, patient care and unit activities, using appropriate organizational/priority setting skills.
17. Demonstrates effective communication methods and skills, using appropriate lines of authority.
18. Formulates and uses effective working relationships with all health care team members, patients, and families.
19. Demonstrates cooperation and flexibility in staffing patterns and resolution of staffing conflicts.
20. Practices sound decision making that demonstrates anticipation and prevention of problems.
21. Demonstrates effective problem solving through active problem identification and implementation of resolution strategies

SECONDARY FUNCTIONS:

1. Participates actively in staff development activities for unit and hospital personnel.
2. Demonstrates self-directed learning and participation in continuing education to enhance own professional development.
3. Seeks validation of knowledge base, skill level, and decision-making as necessary.
4. Recognizes limitations and assertively seeks guidance in areas of uncertainty
5. Participates in the development and attainment of unit and hospital goals.

6. Demonstrates current knowledge of nursing research developments and utilizes findings in patient care as appropriate.

ADDITIONAL DUTIES

1. Pharmacy – Responsible for preparing each patients medications from bulk stock, ordering medications and IV's not in stock from the contracted sources and ensuring proper storage. Each shift is responsible for maintaining an adequate supply of necessary medications and IV solutions for the next shift as well as ordering enough stock to cover weekends and holidays. Responsible for checking medication storage areas for temperature and security during off hours, weekends and holidays.
2. Dietary – Preparation of the diet sheet three times daily, communication to the dietary staff specific needs and notifying dietary of stock replacements for the unit.

May be responsible for meal preparation during off hours, tray preparation and serving of the patient meals.

3. Lab – Responsible for all phlebotomy and specimen collection after hours and on weekends/holidays as well as other times when lab personnel are not available.
4. Respiratory Therapy – Responsible for inpatient respiratory therapy, including nebulization of medications, teaching proper use of inhalers, oxygen administration and the evaluation of effectiveness of these therapies.
5. Unit Clerk/Medical Records – in the absence of a Unit Clerk the RN is responsible for the organization of the patients chart, taking of orders, ordering lab, x-rays, special equipment and therapies, and obtaining lab results for tests not processed by the SSH lab. Documentation and copying of the chart for patient transfers, upkeep of the Nursing Unit (repairs and maintenance) and ordering office supply stock.
6. Central Supply – Central supply restocks the utility room for patient care supplies twice a week. Depending on the unit census, RN's are responsible for restocking patient care items as needed when Central Supply is not available (after hours, holidays and weekends.)
7. Utilization Review – Responsible for documentation for insurance reimbursement, communication with insurance company representatives regarding patient status, length of stay and discharge needs
8. Discharge Planning – Responsible for alerting physicians and other members of the health care team of the patients continuing care needs, obtaining appropriate discharge orders and initiating contact with appropriate agencies or facilities to arrange for those items on behalf of the patient including:
 - Home Health/physical therapy follow up
 - Medical equipment
 - Discharge medications
 - Arranging transportation for patients safe transfer
9. “Only the exceptional is acceptable”- this is the philosophy of care for patients at SSH as described by administration, and the Nursing Unit RN, as part of the health care team, is responsible for carrying out this philosophy in the day to day care of each patient. We want to give better care and offer that extra bit of support to patients and their families, over and above that of our neighboring hospitals. We especially want our patients to consider their stay with us a positive experience, and leave her feeling that they received the best care possible. We want physicians to trust that the nursing staff is providing safe, diligent care to each patient admitted to the Nursing unit at SSH.

ORGANIZATIONAL SKILLS

HR/2-03/N. Spranger

Revised by K Shindler: 2-1-05

Approved by Human Resources

Approved by C.E.O. 2/10/05

Revised: B. Correa, 5/09

Approved: HR Director, L. Boyles, 6/09

A. COORDINATION

1. Coordinates and facilitates patient care.
2. Able to perform and document ongoing physical assessment and evaluation of patient's condition.
3. Verifies identification of patient.
4. Able to start IV's., maintain and document IV therapy.
5. Utilizes established modalities of pain management to assist the patient toward optimal comfort.
6. Able to determine and record the discharge plan to reflect the patients status
7. Dependable attention to cost containment

B. EQUIPMENT

1. Understands function of equipment used for patient care.
2. Prioritizes equipment needs.
3. Coordinates use of equipment.
4. Reports unsafe or malfunctioning equipment.

C. POLICY AND PROCEDURES

Follows Stanislaus Surgical Hospital's policies and procedures.

PROFESSIONAL NURSES CHARACTERISTICS

A. LOYALTY

Supports Stanislaus Surgical Hospital's goals, mission, vision and values

B. ROLE MODEL

1. Projects professional demeanor.
2. Fosters desirable attitude and work habits through own professional behavior and interest.
3. Acts as a resource person to other staff.
4. Promotes cooperation with all members of the health care team.
5. Maintains professional standards within the Hospital and community.
6. Maintains patient confidentiality and patient privacy.
7. Maintains integrity of medical and Hospital staff within the community.
8. Able to accept constructive criticism.

Physical Requirements: For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions. Tasks listed below are considered to be essential functions of the job. Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job

1. Work Position

- a. Sitting 25% or more
- b. Standing 75% or more
- c. Walking 75% or more
- 2. Body Movements
 - a. Lifting/Carrying up to 20lbs Frequency, less than 15%
 - b. Bending and stooping Frequency, less than 25%
 - c. Hand grip, wrist and digital dexterity Frequency, 80%
- 3. Speaking, hearing and visual acuity to receive and interpret instructions
- 4. Verbal and written English communication skills
- 5. Mathematical and reasoning skills
- 6. Normal vision range. Ability to distinguish letters, numbers, and symbols
- 7. Requires the use of office equipment, such as computer, telephones, photocopier, scanner, and facsimile machine

JOB SPECIFICATIONS

Education: AA degree in nursing.

Experience: Minimum 2 years' experience in medical/surgical nursing
Acute Orthopedic, Critical Care nursing experience preferred
Physical condition with the capacity to meet the demands of the position
Personal commitment to providing high-quality, individualized patient care.
Ability to form compatible working relationships with a variety of health care team members.

Certifications: BCLS
ACLS certification required within 6 months of hire date
Phlebotomy preferred

Licensure: Current license to practice professional nursing in the State of California.

Employee Signature

Date