

DAVIS COUNTY HOSPITAL
Job Description

TITLE: Registered Nurse, Out Patient Department/Acute Care

DEPARTMENT: Out Patient Department

JOB CODE:

APPROVED BY: Chief Operation Officer

FORMER REVISION: 03/07

LATEST REVISION: 03/10

LATEST REVIEW: 03/10

This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.

DEPARTMENT OBJECTIVE:

Coordinate and provide quality care to all patients receiving services in the Out Patient department.

JOB SPECIFICATION:

Education & Training:

Current license as an RN issued by the State of Iowa. CPR certified. Knowledge of principles of anatomy and physiology, pharmacology and disease processes. Successful ACLS & PALS course completion desirable.

Experience:

One to two years experience as a Registered Nurse in acute care required. One year recent experience as a Registered Nurse in a physician office or in an outpatient department preferred.

Abilities:

Good verbal and written communication skills. Motor coordination and manual dexterity required. Organizational and problem solving skills required. Adaptable to changing work schedules and patient needs. Responsible for the knowledge, awareness and the practice of the Davis County Hospital's Safety, Quality(CQI), Behavioral Standards and Corporate Compliance Plan.

REPORTING RELATIONSHIPS:

Reports to: Outpatient Manager

Supervises: N/A

JOB SUMMARY:

Application of professional nursing skills in the Out Patient department and Acute Care. Performs patient care activities for patients of diverse ages and their families.

ESSENTIAL FUNCTIONS:

1. Provides and/or coordinates patient care, education, and documentation in the OP area including patient assessment pre and post procedure/surgery, documenting care/instructions given. Demonstrates the ability to provide and assure the carrying out of established nursing procedures, assuring a safe clean environment is maintained. Completes annual competencies.
2. Conduct and coordinate pre-admission testing and education in the OP department. Reviews and assures completeness of patient chart prior to admission and/or day of surgery.
3. Conducts and/or coordinates clinics assisting with patient assessment documenting basic assessment and care/instructions given. Demonstrates the ability to provide and assure the carrying out of established nursing procedures, assuring a safe clean environment is maintained.
4. Communicates with others (verbally and in writing) in an appropriate and timely manner, demonstrating tact, sensitivity, and the ability to deal with people beyond giving and receiving instructions.
5. Utilizes interpersonal skills to maintain interpersonal relationships with healthcare members, patients and families; assisting in the coordination of services.
6. Documents in thorough, concise and timely manner. Communicates pertinent patient and unit information to physician, department manager and other appropriate persons while maintaining client confidentiality. Completes patient charges as appropriate to services provided.
7. Reports results and pertinent information to physician and appropriate persons.
8. Assists physician with variety of procedures, exams and/or operations of diagnostic equipment as assigned.
9. Prepares all charts for PAT including permits, educational pamphlets and folders, and discharge instructions.
10. Schedules appointments for PAT coordinating patient appointments for history and physicals and scheduled day of surgery. Reviews and assures completeness of patient chart prior to admission and/or surgery. Assists in assurance of timely patient flow through department.

11. Plans appointment times with physician contact person, assisting with maintaining of schedule books and notification of patients.
12. Maintains appropriate aseptic technique for preparation, procedures, and medications administered.
13. Attends and actively participates in meetings of committees as assigned. Assists in data collection for quality improvement. Follows and assists in the implementation and interpretation of policies and procedures.
14. Assists in the monitoring, procurement and proper inventory of supplies. Assists in maintaining equipment.
15. Self-motivated and able to make decisions independently keeping physician, department manager and appropriate others informed and supporting hospital philosophy and decisions.
16. Maintains high level of skill at starting and maintaining IV's for chemotherapy, antibiotic therapy and preparation for surgery.
17. Able to prioritize and organize time efficiently.
18. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
19. Reviews Policy & Procedure manuals annually.
20. Attend 75% of all department meetings.
21. Reviews 75% of manager's meeting reports.
22. Completes annual OSHA training.

MARGINAL FUNCTIONS:

1. Assists in all Out Patient areas including surgery, procedures and pre-admission testing as needed.
2. Operates various office machines such as fax, copier, computer.
3. Is responsible for instrument and equipment maintenance, identifying problems and coordination of appropriate repairs. Assists with maintaining inventory of supplies and stocking various areas.
4. Cooperates with student nurse education program.

WORKING CONDITIONS:

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials, therefore, are included in OSHA Exposure Control Plan with all its specifications for preventing contact with the above materials. Employees in this job classification have also been identified as having the likelihood of exposure to sharps, glass containers and hazardous chemicals.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant	Reaching: Extending hand(s) and arm(s) in any direction. Walking: Moving about on foot to accomplish tasks, particularly of long distances.
Frequent	Standing: Particularly for sustained periods of time. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Hearing: Perceiving the nature of sounds at a normal range. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, i.e., auscultation of breath sounds, blood pressures. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Grasping: Applying pressure to an object with the fingers and palm. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips, i.e. nursing assessments.
Occasional objects	Lifting: Raising objects from a lower to a higher position or moving horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. Kneeling: Bending legs at knee to come to a rest on knee or knees. Crouching: Bending the body downward and forward by bending leg and spine.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS:

Work involves the accurate use of sharps and instruments, to assist with procedures to provide treatments to patients, i.e. injections and starting IVs.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
2. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
4. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
5. Adaptability to dealing with people beyond giving and receiving instructions.
6. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
7. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
8. Adaptability to maintain both a high standard of courtesy and cooperation in dealing with co-workers, patients and visitors, and satisfactory job performance despite the stress of a medical work environment.

TOOLS/EQUIPMENT:

Telephone
Photocopier
Printer

Computer
Fax Machine
Diagnostic/Therapeutic Equipment