

***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District’s vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and uphold the District’s values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Registered Nurse/Charge Nurse  **Dept:** Nursing

**Exempt/Non-Exempt:** Non - Exempt **Reports to:** Director of Nursing Services

**Pay Equity Group:** \_\_Non-Union

**General Position Summary:**

Under the direction of the DNS, the Registered Nurse (RN)/Charge Nurse will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital. The RN will be accountable for the delivery of coordinated, safe, compassionate, therapeutic, evidence-based quality care to patients and families, based on individual physical, emotional, and spiritual needs, and appropriate care strategies throughout the lifespan. The registered nurse will practice in accordance with the Nurse Practice Act in Oregon, the American Nurses Association (ANA) Code of Ethics for Nurses, and the ANA scope and standards of practice. The RN will communicate effectively with providers and other staff members for continuity of care; maintains satisfactory relationships with other departments and participates in all phases of education, maintenance of records, and upgrading of policies, procedures and skills.

**Essential Functions:**

1. Provides compassionate, evidence-based, and efficient care to individuals, families, communities and all patient populations that we serve.
2. Provide appropriate care and decision-making skills for patients within all areas of the hospital sitting (ER, Inpatient, OutPatient, Observation, Skilled and Non-Skilled Swing Bed)
3. Maintain accurate and detailed medical records and update as needed
4. Update and maintain accurate patient care plans and patient Kardex
5. Complete all admission, transfer, and discharge paperwork and assessments
6. Complete accurate patient assessments and interventions
7. Assist with completing daily case management and utilization review duties/documentation
8. Assist with patient discharge and transfers to other facilities as required
9. Documentation completed within a timely manner
10. Record patient medical information and vital signs as ordered
11. Monitor, record, and report symptoms and changes in patient conditions to the provider
12. Consult and coordinate patient care with the health care team members to assess, plan, implement, and evaluate patient care and outcome
13. Monitor all aspects of patient care including medical care, patient safety, hygiene, diet, and physical activity
14. Direct and supervise LPN, CMA, CNA, and assign assignments within the scope of each license
15. Direct and supervise Emergency Room and Patient Care Technicians as they work within their job descriptions and competency levels
16. Provide orientation and training to newly hired RN, LPN, CMA, CNA, and Emergency Room and Patient Care Technicians
17. Provide education to patients and prepare them for and assist with examinations, treatments and procedures
18. Instruct and educate patients on topics such as health education, disease prevention and process, medication use and side effects
19. Demonstrate and accurately use all equipment
20. Ensure patient rooms and exam areas have the appropriate equipment and supplies needed throughout the shift
21. Ensure all supplies are stocked in all areas of the hospital
22. Communicate effectively and professionally with all staff members of Morrow County Health District
23. Accurately and promptly implement physicians’ orders
24. Prepares and administer all medications as ordered and document on the Electronic Medical Administration Record
25. Perform all treatments as ordered and document in the medical record
26. Conduct specified laboratory tests when ordered
27. Participate in care plan development
28. Schedule, attend, and document weekly patient care conferences and quarterly nutrition assessments for Swing and Non-Skilled Swing patients as necessary.
29. Assist in policy development and improvement of patient care
30. Documents in the chart notes in an informative and descriptive manner that reflects the care provided as well as the patient's response to the care
31. Assist with RN ambulance transfers when needed
32. Attends and participates in in-service training, staff meetings, and other meetings as required by the DNS or Chief Clinical Officer.
33. Observes and supports all district policy
34. Uses required protective equipment when providing safe patient care.
35. Follow all infection control precautions and wear proper PPE when required.
36. Maintain strict patient confidentiality and follow all HIPAA regulations.
37. Is prompt and efficient with minimal absences
38. All other duties as assigned

**SECONDARY FUNCTIONS:**

* Attend all required meetings and complete all assigned trainings by due date.

At times you will be assigned the charge nurse role on a specific shift. Charge Nurse assignments include:

* Patient assignments
* Ensuring staff have completed daily tasks and duties for that shift
* Completing daily log sheets
* Assist in finding additional staff if needed
* Cover for the DNS as assigned
* All other Charge Nurse Duties as assigned

**Job Scope:**

**Supervisory Responsibility:**

The Registered Nurse/Charge Nurse is responsible for the day-to-day supervision of the support staff (LPN, CMA, CNA, and Emergency Room and Patient Care Technician). This position will assigns tasks within the scope of the support staff's license or job description.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

Must have excellent nursing skills and will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital. The RN will be accountable for the delivery of coordinated, safe, compassionate, therapeutic, evidence-based quality care to patients and families, based on individual physical, emotional, and spiritual needs, and appropriate care strategies throughout the lifespan.

**Specific Job Effort:**

1. Be able to sit, stand, and bend throughout the day.
2. Be able to push, pull, and lift over 50 lbs., will assist with lifting and moving patients.
3. Must possess adequate vision, hearing and manual dexterity to perform job duties.
4. Mental efforts of the position include juggling many duties and responsibilities at once and having to prioritize and reprioritize as needs change. May be stressful at times.

**Education, Experience and Certification/Licensure:**

1. Completion of a formal Registered Nursing education program with a minimum of an Associates of Applied Science degree in Nursing.
2. Current Oregon State RN License.
3. Current BLS
4. ACLS, PALS and TNCC required, or ability to obtain within 90 days of hire (Must maintain current certifications and provide updated copy to the DNS).

**Job Conditions:**

1. Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
2. Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
3. Occasional exposure to grease, oils and dust.
4. Willingness to work beyond normal working hours, and in other shifts temporarily, when necessary.
5. Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

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Signature of Employee Date