

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

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and upholding our True North Statement of “Welcoming our patients and providing exceptional care.”

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position 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 his/her services wherever and whenever necessary.

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

**Exempt/Non-Exempt:** Non - Exempt **Reports to:** Chief Nursing Officer

**Pay Equity Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Effective Date:** 10/22/2020

**General Position Summary:**

Under the direction of the Chief Nursing Officer and the Nurse Manager, 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, Out Patient, 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 patient discharge and transfers to other facilities as required
8. Documentation completed within a timely manner
9. Record patient medical information and vital signs as ordered
10. Monitor, record and report symptoms and changes in patient conditions to the provider
11. Consult and coordinate patient care with the health care team members to assess, plan, implement and evaluate patient care and outcome
12. Monitor all aspects of patient care including medical care, patient safety, hygiene, diet and physical activity
13. Direct and supervise LPN, CMA, CNA and delegate within the scope of each license
14. Direct and supervise Emergency Room Technicians as they work within their job description
15. Provide orientation and training to newly hired RN, LPN, CMA, CNA and Emergency Room Technicians
16. Provide education to patients and prepare them for and assist with examinations, treatments and procedures
17. Instruct and educate patients on topics such as health education, disease prevention and process, medication use and side effects
18. Demonstrate and accurately use all equipment
19. Ensure patient rooms and exam areas have appropriate equipment and supplies needed
20. Ensure all supplies are stocked in all areas of the hospital
21. Communicate effectively and professionally with all staff members of Morrow County Health District
22. Accurately and promptly implement physicians’ orders
23. Prepares and administer all medications as ordered and document on the Electronic Medical Administration Record
24. Perform all treatments as ordered and document in the medical record
25. Conduct specified laboratory test when ordered
26. Participate in care plan development and schedule and attend patient care conferences
27. Assist in policy development and improvement of patient care
28. Documents in the chart notes in an informative and descriptive manner that reflects the care provided as well as the patients response to the care
29. Assist with RN ambulance transfers when needed
30. Attends and participates in in-service training, staff meeting and other meetings as required by the CNO or Nurse Manager
31. Observes and supports all district policy
32. Uses required protective equipment when providing safe patient care.
33. Follow infection control standards, policies and procedures
34. Maintains a professional approach with confidentiality and abides by all district HIPAA and Privacy Policies
35. Is prompt and efficient with minimal absences
36. Complete all assigned trainings and assignments by due date
37. All other duties as assigned

**SECONDARY FUNCTIONS:**

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 task and duties for that shift
* Completing daily log sheets
* Assist in finding additional staff if needed
* Cover for the Charge Nurse/Nurse Manager/CNO 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 Technician). This position will delegate tasks within the scope of the support staffs 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, 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 CNO).

**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