

HASKELL COUNTY HEALTHCARE SYSTEM

JOB POSTING

Job Title: Registered Nurse
Supervisor: Director of Nursing
Department: Nursing

Job Summary:

Accept, as a Registered Nurse graduate from an accredited school of nursing, the delegated responsibility of planning, coordinating and implementing an effective care program for a specified group of patients, according to the philosophy and objectives of the Nursing Service Department, and functions in the capacity of team leader or team member, in support of medical care as directed by the medical staff.

Job Duties:

1. Abide by HCHS and departmental policies and procedures and interpret them to personnel, patients, medical staff, and public.
2. Report to work 15 minutes prior to assigned shift in order to receive report on patients from off-going personnel. Receive and transcribe orders.
3. Assist with orientation, instruction, training, and supervision of other nursing personnel.
4. Admit and orient new patients and relatives. Check identification, patient's medical and social history. Make appropriate and practical room assignments. Requisition and arrange for diagnostic and therapeutic services as order by patient's physician, from departments within the institution or from outside facilities. Order prescribed medication, requisitions supplies and equipment. Send diet orders to dietary department. Assemble patient's chart, check to see that all permits, authorizations, releases, and other required forms are attached. Transcribe physician's orders to patient's Kardex, medication administration records, diet lists, schedules, etc. Check Ward Clerk's transcribing when working with one. Complete Nursing Admission Assessment form and make opening entry in Nursing Notes.
5. Requisition supplies, equipment, linens, emergency drugs, etc. to meet unit need. See that equipment is in good working order. Perform monitor room checklist when assigned, or see that assigned nurse performs the checklist.
6. Maintain unit records, perform charting duties. Maintain narcotic records. Complete required unit or medical chart forms. Write charges. Maintain census report.

7. Schedule appointments and arrange for transportation of patients to other departments or facilities and clinics for diagnostic, therapeutic, dental, and medical services.
8. Discharge patient. If patient is to be transferred to another institution or facility, notify receiving facility of patient's transfer, complete required forms.
9. May arrange for home health care if such is required for patient, with home health agencies.
10. Perform nursing techniques designed for recover, comfort, and well being of patient. Prepare equipment and assist physician during treatments and examinations of patient. Administer prescribed medication, orally and by injection; provide treatments using therapeutic equipment; observe progress of IV infusions; change or assist physician in changing dressing and cleaning wounds and incisions; take temperatures, pulse, perspiration rate, blood pressure, and check heart beat to detect deviations from normal and gauge progress of patient, following physician's orders and observed patient's condition and reaction to drugs, treatments, and significant incidents.
11. Perform or supervise and assist with A.M. and P.M. care and general unit duties. May instruct, supervise, and evaluate the quality of work performed by nursing assistants in RN's charge, and is responsible for seeing that patient care outlines on chart are carried out for assigned patients.
12. Initiate emergency treatment when an emergency condition develops, according to established procedure for classified conditions. Complete incident report when an accident occurs.
13. Keep critical patients under constant observation. Care for dead and dying. Direct preparation of body for viewing by relatives, or release to mortician.
14. Carry out restorative and rehabilitative program for patients. Instruct patients in self-help, self-care. Instruct relatives in home care and rehabilitation. Encourage patients in good nutrition, good personal hygiene, good elimination, fluid regime, healthful exercise, and frequent change of position when bedfast. Carry out pre-discharge program for patients.
15. Start IV infusion, place intra-caths, start and monitor blood transfusions.
16. Evaluate psychological and spiritual needs of patients and attempt to fulfill those needs.
17. Perform general unit duties, such as cleaning and care of equipment and appliances.
18. Administer, label, and chart IVs correctly, also chart IV tubing and dressing changes.
19. Administer medications and treatments in safe manner.
20. Assist personnel in carrying out assignments as needed.
21. Maintain current CPR card/status.
22. Attend mandatory in-service classes, workshops, etc.

23. Attend professional staff meetings, a minimum of six per year.
24. Report to work as assigned.
25. Display an interest in professional growth by independent study, attending more than the required in-services and meetings, etc.
26. Evaluate all ER patients and either provide or supervise their care as needed. Complete ER record as needed.
27. Plan, organize, and coordinate the activities of all members of the team in order to provide quality nursing care. Perform the more complex nursing functions in providing this care, following established policies and procedures.
28. Make a nursing assessment of each patient's needs or problems, upon admission of the patient to the hospital. Use information obtained by nursing assessment as a basis for developing a nursing care plan for each patient in terms of identified needs or problems upon admission. Plan nursing interventions based on identified priorities of patient's needs.
29. Make clear written assignments to all team members in accordance with the clarified abilities, personalities, and levels of preparation of team members.
30. Conduct team conferences in order to implement, evaluate, and revise nursing care plans and assignments, according to the patient's changing needs. At this time, encourage all team members to share in setting realistic goals with information from the patient, his/her family, and others in the health team.
31. Collaborate and cooperate with all members of the health care team in order to coordinate all phases of patient care.
32. Utilize available resource persons for interpretation of agency policies whenever necessary in making nursing judgments.
33. Help provide and maintain a safe environment for patients and personnel.
34. Accurately and promptly carry out orders.
35. Treat patient and hospital information as **confidential**.
36. Supervise the Emergency Medical Technicians while they are in the hospital and assist with triage and decision.

Education, Training and Experience Required:

Graduate from an accredited school of nursing. Must have current Oklahoma license as a RN. Ability to instruct and supervise others. Must have excellent communication skills and the ability to deal with patients and families. Must pass HCHS Medication Administration Test. Current CPR certification required.

Physical Requirements:

- Lift, move and support patients and equipment.
- Must deal with the patients and public on personal basis under all conditions.
- Must handle emergency situations, give emergency care, and give reassurance to patients and relatives.

- Moderate to prolonged walking, standing, sitting, bending, stooping, and reaching.
- Handling, reaching, and feeling when distributing supplies and equipment and checking patients.
- Talking and hearing to converse with patients and staff members.
- Near vision acuity for accurate reading of gauges and thermometers and recording on patients' charts.
- Physical strength and stamina to carry out emergency treatments such as CPR.

Working Conditions:

Subject to exposure to all environmental hazards associated with healthcare and office work.