



## Murray County Medical Center Position Description

---

<b>Classification:</b>	Registered Nurse
<b>Department:</b>	Hospital/Nursing
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	Chief Nursing Officer
<b>FLSA Classification:</b>	Hourly/Non-exempt

---

Under the supervision of the Chief Nursing Officer, provides professional quality nursing care through assessment, planning, implementation, evaluation and documentation of patient care in accordance with nursing practice and standards of care.

### Essential Duties and Responsibilities

1. Maintain Nursing Process/Critical Thinking.
  - Support the mission of MCMC and adhere to policies and procedures.
  - Work with compassion and gentleness. Does not use coarse or profane language.
  - Abide by MCMC Code of Conduct and Compliance Program.
  - Obtain and maintain necessary certification and testing: BLS, ACLS, TNCC, or CALS, and specialty certifications as assigned.
  - Obtain a comprehensive nursing history and assessment specific to hospital and unit specific requirements, policies, procedures and standards of nursing care.
  - Identify and document actual and/or potential physical, psychosocial, learning problems/needs, abnormal diagnostic data, and safety needs.
  - Initiate appropriate discharge/transfer planning at time of admission.
  - Develop care plans utilizing resources (patient, family, nurses, providers and other interdisciplinary team members). Formulates individual written plan of care based on planning.
  - Set priorities for care of assigned patients based on acuity and/or patient preferences. Execute care plans developed for assigned patients and carries out medical and nursing orders in accordance with established unit specific standards of care. Demonstrate practice based on hospital policies and procedures.
  - Prepare, initiate, administer, change, monitor and discontinue medications and fluids as prescribed by the provider.
  - Assist provider with examinations, procedures and other processes related to direct patient care.
  - Revise nursing orders/care plans based on Provider's orders and effectiveness of intervention to impact desired outcome, ensuring quality patient care. Evaluate and document patient's response to treatment.

- Provide patient education and involve family members and/or significant others as appropriate.
  - Set priorities for emergencies, changes in patient status and unusual occurrences. Demonstrate the ability to reset priorities.
  - Respond to codes and direct codes when Provider is not available.
  - Maintain a safe, comfortable and therapeutic environment for patients/families in accordance with hospital standards.
  - Demonstrate knowledge and skills necessary to provide care appropriate to the age of the patients served.
  - Comply with hospital standards for documentation of medical records.
  - Perform urine and strep tests for lab personal when that's all that is required.
  - Calculate/prepare medications when pharmacist not present.
2. Work Habits/Safety
- Follow dress standards and wear identification badge consistently.
  - Follow policy guidelines in requesting time off.
  - Attend to personal matters (i.e. phone calls, visitors and discussion of personal interests/concern) during break/off duty time.
  - Utilize time efficiently.
  - Demonstrate initiative with routine team responsibilities and regularly helps team members.
  - Utilize necessary supplies, submitting charges according to policy guidelines.
  - Maintain a clean and organized work area.
  - Follows and enforces infection control policies.
  - Display behavior that promotes safety of self and others.
  - Correct unsafe conditions immediately.
  - Respond effectively to emergency situations including disaster and fire drills.
  - Complete Educational and occupational health requirements timely.
  - Manage and operate equipment safely according to operating instructions.
  - Arrive at workstation at the beginning of the assigned shift, ready to work.
  - Observe hospital policy regarding length of time taken for breaks and lunch.
  - Fulfill attendance requirements.
  - Participate in team meetings (meet = 75%) (When absent, responsible for reading minutes).
  - Participate, willingly and effectively, in performance improvement activities and identify areas of improvement and suggest creative solutions.
3. Provides Leadership
- Evaluate and implement problem solving solutions regarding patient care or unit functions.
  - Provide input to CNO on the progress and skills of new hires.
  - Provide input in the development of policies, procedures, standards and guidelines.
  - Participate in Quality Improvement program by collecting data pertaining to unit specific indicators on an ongoing basis (i.e. chart audits).
  - Comply with unit scheduling guidelines.

- Enhance professional growth and development through participation in education programs, current literature, in-services and workshops; which may include preparing and providing in-services to staff.
  - Supervise the care given by CNAs.
  - Contribute input into performance evaluations – peer reviews.
  - Responsible for activities when performing as Charge Nurse.
4. Maintain Interpersonal Relationships
- Keep privileged information about patients and MCMC associates confidential.
  - Resolve interpersonal issues using direct communication.
  - Demonstrate openness to feedback and guidance.
  - Share positive feedback frequently.
  - Facilitate growth of others by providing feedback.
  - Demonstrate good listening skills.
5. Communications
- Communicate with Providers regarding plan of patient care.
  - Notify charge nurse of acute changes in patient’s condition and carries out appropriate nursing intervention.
  - Deliver shift report to include pertinent information.
  - Report incidents involving patient/employees and visitors. Follow to assure that required reports have been properly completed and routed to the appropriate person(s).
  - Provide professional customer service to all patients, visitors, and staff.
6. Additional Duties
- Monitor and stock supplies/medications as needed.
  - Participate in facility and departmental in-services and staff meetings.
  - Performs other duties as assigned.
  - Only RN’s completing Chemotherapy certification may prepare and administer chemotherapy agents.

### **Job Activities**

<b>Percent of Job</b>	<b>Major Activity</b>
25%	Maintains Nursing Process and Critical Thinking
25%	Documentation
10%	Manages Work Habits/Safety
10%	Maintains Professional Development
10%	Provides Leadership
10%	Teaches and trains employees. Peer reviews, chart checks and check lists. Perform PSR duties when needed, and manage RT, PT, OT therapies when supervisor not present
5%	Maintains Interpersonal Relationships
5%	Calculates and prepares medications for other floor nurses when pharmacists not present

## **100% Total**

### **Education and Experience**

- Graduate from an accredited School of Nursing.
- BSN preferred.
- Two (2) years recent Medical/Surgical or ICU experience preferred.
- Licensed to practice as an RN in the State of MN.
- Must be BLS upon hire. ACLS, CALS or TNCC certifies within 6 months of hire. PALS preferred.

### **Requirements**

- Knowledge of standards related to the nursing practice, anatomy, physiology, the disease process, pharmacology, IV therapy, aseptic techniques and basic EKG.
- Ability to communicate effectively with patients/families, peers and physicians.
- Ability to handle multiple priorities.
- Able to remain calm during stressful situations; venting emotions/frustrations at the appropriate time and place.
- Demonstrate ability to communicate and work effectively with others.
- Able to present a positive image.
- Must maintain and keep current nursing licensure at all times.

### **Working Conditions and Physical Demands**

- Subject to varying and unpredictable situations. Performs emergency care. Subject to many interruptions and long irregular hours.
- Requires intermittent sitting, and handling of equipment, supplies and machines. May be subject to long hours on feet.
- Must be able to perform duties independently and use manuals or department guidelines, policies or procedures for reference. At times may need to troubleshoot to perform duties and must stay within scope of practice.
- Work is performed indoors, but frequently exposed to odors and wet/slippery conditions.
- Continuously deal with moderate-high detail and deadlines.
- Working conditions include exposure to communicable diseases and exposure to potential allergens and the risk of blood borne diseases; exposed to infection and disease-bearing specimens; infections and contagious diseases; hazards of handling diseased organs and tissues; odorous chemicals and specimens; housekeeping/cleaning agents/chemicals; explosive chemicals, gases and low level radiation. May be exposed to bio-hazardous, radioactive substances and toxic chemicals.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Must be able to hear ordinary conversations and be able to differentiate distinctive sounds are required.

- Required Personal Protective equipment would include eye protection; gown; mask; face protection; non-sterile/sterile medical gloves; and possibly respirators.
- Frequent standing, walking, squatting, and lifting. Occasional periods of sustained effort involving lifting/carrying up to 60 pounds; assists with lifting and moving patients. Frequently lifts, positions, pushes and/or transfers patients. Occasionally pushes/pulls or moves/lifts heavy equipment/supplies. Frequent reaching, stooping, bending, kneeling or crouching

### **Equipment Operation**

- Most the time will be spent using clinical equipment of the unit (SCDs, Polar Ice machines, telemetry, crash cart, vitals machines, IV/PCA/internal feeding pumps, Vest, EKG, oxygen, urinalysis machine, port blood draws, and PT equipment.
- Other equipment includes: passports, phones, 2-way radio, computer, FAX machine, copier, multi-line telephone, Essential Duties and Responsibilities and printer.

### **Supervisory Responsibilities**

There is no direct supervision but train and at times give work direction.