



Job Description

Job Title: Registered Nurse
Department: Acute Care Nursing
Reports To: Director of Nursing
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 04/08/2010
Approved By: Director of Nursing
Approved Date: 04/08/2010
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SUMMARY

Provides nursing care to patients in an acute care setting by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Explains procedures and treatments to patient to gain cooperation, understanding, and allay apprehension.

Administers prescribed medications and treatments in accordance with approved nursing techniques.

Prepares equipment and assists physician during treatment and examination of patient.

Maintains awareness of the comfort and safety needs of the patient.

Observes patient, records significant conditions and reactions, and notifies supervisor or physician of patient's condition and reaction to drugs, treatments, and significant incidents.

Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.

Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.

Documents a nursing history and physical assessment for assigned patients.

Initiates and appropriately updates a patient care plan according to the individualized needs of the patient, as prescribed by physician and/or hospital policy including discharge planning and patient and family education/instruction.

Maintains current skills in all patient care areas consistent with the requirements of the rural nursing role.

Makes beds, bathes and feeds patients.

Participates in department or unit quality improvement activities.

Maintains a positive attitude toward clients and staff.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Adaptability - Manages competing demands; changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keep commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

SUPERVISORY RESPONSIBILITIES

Directly supervises up to 2-3 employees in Acute Care nursing. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

BSN preferred. Minimum of Associate Degree in Nursing or equivalent from two-year College or technical school.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, and Word or equivalent programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Minnesota Registered Nursing License; Current BLS certification required and maintains certifications. Current ACLS, PALS, and TNCC or CALS certification or attains ACLS and PALS prior to end of orientation and TNCC within one year.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals, and blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date