

FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION

POSITION TITLE:	REGISTERED NURSE, EMERGENCY DEPARTMENT
REPORTS TO:	EMERGENCY DEPARTMENT NURSE MANAGER
DATE:	MARCH 2013

I. POSITION SUMMARY:

An RN utilizing the nursing process assesses, plans, implements and evaluates individual care of Emergency Department patients with shift accountability.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATE/REGISTRATION:

1. Must be a graduate of an accredited School of Nursing with current license to practice as a Registered Nurse in the state of Pennsylvania.
2. 3-5 years experience as an RN in Acute Med-Surg with Telemetry required; 1-2 years as an RN in CCU, ICU, ER, PACU, preferred.
3. Successful completion of NLN Medication Exam, successful completion of Fulton County Medical Center IV Medication Exam.
4. Current BLS required.
5. ACLS certified within 6 months of hire
6. PALS certified within 1 year of hire.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Registered Nurse will strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the service provided by the med/surg department.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. Work involves standing/walking 90 percent of the time, with frequent exertion of physical effort in positioning, lifting or moving patients and equipment; bending, squatting, twisting and kneeling during normal shift.
2. Standing or walking throughout facility frequently.
3. Sitting occasionally on a hard or cushioned chair.
4. Reaching to heights of up to two feet overhead.
5. Ability to move rapidly in response to unpredictable emergencies that could happen one or more times per shift.
6. Demonstrates near visual acuity with color perception in order to decipher fine print.
7. Demonstrates auditory acuity sufficient to hear phone conversations, overhead pages and alarms.
8. Ability to operate hand and foot controls on beds and wheelchairs.
9. Demonstrates manual dexterity, digital sensitivity and flexibility.
10. Demonstrates good hand/eye coordination.

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)

1. Demonstrates the ability to work under pressure or stress.
2. Demonstrates the ability to communicate effectively in both written and verbal form.
3. Demonstrates the ability to establish priorities among the essential functions of the job and coordinate these functions with others.
4. Demonstrates the ability to speak, read, and write the English language.

VI. WORKING CONDITIONS:

Exposure to electrical current, infectious diseases, and blood-borne pathogens. May be required to wear respirator.

VII. EQUIPMENT USED:

All equipment used to perform patient care and for satisfactory performance of the position.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)

IX. ESSENTIAL FUNCTIONS (See Attached)

Signature

Date

X. NON-ESSENTIAL FUNCTIONS (See Attached)


- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 90%;" type="text"/>	Department: <input style="width: 90%;" type="text"/>	Current Title: <input style="width: 90%;" type="text"/>	Supervisor Name/Title: <input style="width: 90%;" type="text"/>
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Methods of Measurement Include the Following:		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
Period Covered by this Evaluation: <input style="width: 90%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
FACILITY WIDE COMPETENCY				<div style="border: 1px solid gray; height: 300px; width: 100%;"></div>
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS <ul style="list-style-type: none"> Comply with regulatory agencies, and institutional and operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PERFORMANCE IMPROVEMENT <ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities Participate in quality studies through data collection Make recommendations and take actions to improve structure, system or outcomes 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CUSTOMER SERVICE <ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

ESSENTIAL FUNTIONS	D	M	E	Comments
Patient Care Responsibilities: Assists Registered Nurse in planning Patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documents patient care on perioperative record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborates with other health team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participates in performance improvement activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient Identification – 2 identifiers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implements Patient Care: Performs nursing rounds on all patients and evaluate patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs nursing assessment on each patient, document assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops and revises plan of care based on individual patient needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizes time to account for workload using safe working habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prioritizes needs of patient according to changes in patient's condition and takes appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates responsibility for medications p.o. and NGT – Peg-Tube, G-Tube or IV directly or indirectly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates responsibility for patient teaching directly or indirectly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transcribes orders accurately.				
Serves as a resource person for staff to come to for unfamiliar policies and procedures and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates knowledge of nursing administrative, Med Surg and infection control policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remains calm in emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enforces accountability of self and the delivery of quality patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists physicians with procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides input for evaluation of new employees and yearly evaluation of nursing staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists with orientation of new employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists charge nurse with planning daily staff coverage of all nursing departments according to patient needs, personnel abilities, emergencies and low census.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates with social service to facilitate discharge planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviews patients' charts on 11-7 shift for order transcription and documentation on MAR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Functions as team leader and other duties assigned if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Demonstrates knowledge of chain of command to report problems with staff, physicians, other departments, unsafe equipment or conditions to charge nurse, or Med/Surg Coordinator either verbally or written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certifies for ACLS within one year of hire date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in Nursing Department Committee meetings and QI for Nursing Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates responsibility for narcotic count either directly or indirectly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinates BLS till physician arrives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in Ambulance transfers when assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes suggestions about areas which need to be examined for possible revision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates change and actively supports them, initiating on their own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care of environment and equipment: Maintains unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains and cleans equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a clean and safe environment for patients and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Processing and Documentation: Communicates patient information to physician, anesthesia, circulating RN, or RNII.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Characteristics Works efficiently with acutely ill patients, including emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works independently as a self-starter but can work as a cooperative team member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Embraces change and keeps current with knowledge of new surgical procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment, Machines, Tools: Is knowledgeable of equipment used in surgical procedures, their reference manuals and resources for consultation: Peri-operative suite in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourniquets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endoscopy equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instrumentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electro cautery equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autoclaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steris system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ultrasonic cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Essential Functions:	D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
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Comments:

Future Plans and Actions:

Employee Comments:

To update our files, please answer the following questions:
 Have you received a higher education degree in past 12 months: Yes ___ No ___
 Please forward to Human Resources
 Have you received a certification in the past 12 months: Yes ___ No ___
 Please forward to Human Resources

I have reviewed this Performance Evaluation

Employee Signature

Evaluator Signature

Department Head or Designee Signature

Date

Date

Date