

Job Title:	RN/LPN	Department:	Nursing Service
Position Type:	Full Time, Part Time, PRN	Job Category:	Non-exempt
Supervisor Title:	Director of Patient Care	Dress Code Requirements:	Scrubs, closed toe shoes. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
Created Date:	May 2000, last revised July 2018	Last Updated:	July 2018
Educational Requirements or Preferences:	Graduate of an Approved School of Nursing	Credentials Required or Preferred:	Current licensure with North Dakota Board of Nursing. ACLS and TNCC helpful but not required.
Shift:	Requires rotating day and night 12-hour shifts, every other weekend, and holiday rotation.	Hours/Call:	Call may be required depending on department needs.
Travel Required: (Driver's License Required)	N/A	Equipment Knowledge:	Basic nursing equipment, computer
Knowledge/Skills/Abilities/Experience Required or Preferred:			
Previous experience preferred.			
Job Description			
<p>The RN/LPN is accountable for delivering care to the patient utilizing the nursing process. The RN/LPN is a critical thinker, team leader, and team player. The RN/LPN is a positive role model and is able to share knowledge freely. The Staff RN/LPN is responsible for the supervision of the Patient Care Associate and Patient Services Associate. The RN/LPN is responsible for care provided to assign the patient. Decisions made by the RN/LPN may have impact on Ancillary Services, i.e., Lab, Radiology, and Environmental Services.</p>			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Promotes positive relationships between peers, other departments, physicians, patients, and family members. Treats co-workers, patients, and family members with kindness and respect. 2. Assesses patients per hospital policy: <ol style="list-style-type: none"> a. To include taking medical history and system review; b. Administer patient care within the guidelines of patient's Plan of Care and within the scope and standards of nursing practice. 3. Charting must be completed and concise per hospital policy. Nursing personnel is responsible for observing and implementing physician orders. 4. Develops and updates patient's Plan of Care and starts the discharge planning on admission. 5. Completes necessary shift duties including, but not limited to, bedside shift reporting, updating whiteboards, hourly rounding, in-room documentation, and utilizes call light system per protocol. 6. Completes drug administrations and documentation including PRN effectiveness per department policy. Utilizes ePharmacy, AcuDose and staff Pharmacist appropriately. Completes required rounding and follow-up documentation when any medication is administered. 7. Knowledgeable of basic rhythm strips, lethal arrhythmias and Plan of Treatment. 8. Knowledgeable of standards of obstetric care and charting guidelines. 9. Knowledgeable of the functions in the Emergency Room. Floor nurses are required to work in the ER when the ER nurse is unavailable. Remains calm in emergency situations and assesses the needs of the patient. 10. RNs will be rotated through ED and Med-Surge as required. 			

Job Title:	RN/LPN	Department:	Nursing Service
<p>OTHER DUTIES</p> <ol style="list-style-type: none"> 11. Participates in professional and educational growth as offered by hospital. 12. Participates in committees: Policy and Procedure, Education, Quality Assurance, and Peer Review. 13. Assist Senior Suites and Senior Suites residents as needed. <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Attends all skills stations and education as required by the position. 5. Participates on required committees or projects (At least two committees or projects per year for full-time status employees. At least one committee or project per year for part-time status employees.) 6. Completes annual mandatory training yearly. 7. Completes required Incident Command System for Healthcare/Hospitals training. 8. Must speak and write English clearly. 9. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 10. Follows the Standard Precautions Policy. 		
Physical Capabilities:	<p>Position requires lifting, bending, sitting to chart, and standing. Lifting of 50 to 100 lbs. or more required. Can be a physically demanding job.</p> <p>Mental efforts include:</p> <ol style="list-style-type: none"> 1. Critical thinking. 2. Ability to make decisions in crisis situations. 3. Transcribes and implements physician orders. 4. Provides education to patient and family members. 5. Provides emotional support to patient and family members. 6. Plans and implements patient Plan of Care. 7. Passing medications, mixing IVs, doing treatments, and assessing patients. 		
Environmental Factors:	<p>Work environment includes all patient care areas, including nurse's station, patient rooms, ER, OR and ancillary area.</p> <p>Hazards include:</p> <ol style="list-style-type: none"> 1. Equipment; 2. Electric hazards; 3. Needles and other sharps; 4. Exposure to chemicals; 5. Exposure to body fluids; 6. Disruptive patients and/or family members. 		

Job Title:	RN/LPN	Department:	Nursing Service
I, (Print Name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	