



POSITION DESCRIPTION Medical/Surgical RN

POSITION SUMMARY:

The medical/surgical nurse is responsible and accountable for prescribing, delegating and coordinating the nursing care of patients receiving care on the medical and/or surgical units.

POSITION DESCRIPTION – Medical/Surgical RN

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. Other Certification Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Restraint/seclusion patient checks

STANDARD

- 30. Inpatient Suicide risk factors
- 31. Medication safety
 - Look alike, sound alike medications
 - Dangerous abbreviations list
 - Double check system for Heparin and Insulin
 - Safe storage and use of narcotics
 - Check system for infusion pump drug, rate and concentration
- 32. Verbal order/critical test results repeated and verified
- 33. Bed rail safety/risks of entrapment
- 34. Sentinel events alert
 - Preventing needle sticks and sharps injuries
 - Nosocomial infections
 - High alert medications
 - Infant abduction prevention and response
 - Potassium chloride
 - Wrong site surgery
 - Blood transfusion errors
 - Operative and post operative complications
 - Transferring medication to sterile field
 - Medication errors related to dangerous abbreviations

Department Core Competencies

- 35. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 36. Documents in an accurate, timely manner
- 37. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 38. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 39. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit
- 40. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs.
- 41. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 42. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 43. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.
- 44. Implements plan of care in a safe, accurate and appropriate manner
- 45. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 46. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit
- 47. Ability to assign/delegate patient care appropriately based on staff competency and patient acuity/needs
- 48. Provides direct supervision and assist in evaluation of staff performance
- 49. IV Therapy
- 50. Phlebotomy
- 51. Appropriate response to emergency situation
- 52. Pre and post op care of patient
- 53. Aseptic technique
- 54. Staple/suture removal
- 55. Chest tube care
- 56. Tracheotomy care
- 57. Pronouncement of patient
- 58. Organ donation form
- 59. Verbalizes signs and symptoms of compartment syndrome, treatment and location of Stryker Compartment Syndrome Kit
- 60. Blood transfusion reactions
- 61. Wound care and skin care protocols
- 62. Ostomy care

STANDARD**Age Specific Competencies****Knowledge**

63. Demonstrate knowledge of growth and development

64. Criteria to identify victims of abuse and neglect

Skills

65. Performs age specific nursing assessments and develops interdisciplinary plan of care for Med/Surg patients

66. Provides age appropriate nursing care

67. Assists in age specific medical data collection for nursing assessments

68. Plans care with frequent breaks for elderly patients

69. Implements appropriate skin care protocols to maintain skin integrity

70. Performs age specific treatments utilizing proper equipment

71. Assesses age specific safety issues

72. Demonstrate age appropriate communication skills

73. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

Service Standards

74. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

75. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

76. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

77. Gives all customers their full attention and treats them with dignity, respect and understanding.

78. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

79. Safeguards patient confidentiality in all forms of communication.

80. Works effectively with others toward achieving common goals including morale and teamwork.

81. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

82. Oxygen wall regulators and setup of portable oxygen

83 Patient call system

84. Electronic thermometer

85. Traction

86. SCD's

87. Doppler

88. K-pad

89. CPM

90. TTU

91. NG tube / suctioning

92. Foley catheters

93. Bladder scanner

94. Specialty beds

95. Computer and printer

96. Safety bed alarm system

97. Drains (Hemovac, JP)

98. IV pump

99. PCA

100. Gait belt

101. Dinamap

102. Crash cart

103. Defibrillator

104. Enteral feeding pump

105. Plexipulse boots

106. A-frame

107. Cell saver

108. OHFT

109. CBI

110. Anti embolic stockings

111. Shoulder immobilizer

112. Lifting equipment

113. Copier/fax

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Medical/Surgical RN

Department: Nursing/Patient Care Svcs

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
 - Degree – RN
- 4 year/Bachelor’s Degree
- Post Graduate Degree
 - License/Certification – current RN license in state of practice
 - Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year med/surg experience in an acute care hospital
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED
(For Nursing/Patient Care Positions)**

- Neonate/Infant (birth - 1 yr)
 - Child/Peds (1 - 12 yrs)
 - Adolescence (13 - 18 yrs)
 - Adult (19 - 65 yrs)
 - Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS
(See definitions on next page)**

- Sedentary work
- Light work
- Medium work
 - Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date