POSITION DESCRIPTION
Post Partum and Newborn Nursery RN

POSITION SUMMARY:
The Post Partum/Newborn Nursery RN is responsible and accountable for assessing, delegating and coordinating the nursing care to patients in Mother/Baby and Normal Newborn Nursery.

POSITION DESCRIPTION – Post Partum and Newborn Nursery 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. NRP card Exp date:
25. RN License Exp date:
Patient Safety
26. Non-punitive medical/healthcare reporting 27. National patient safety goals ▪ Accuracy of patient identification using patient's name and birth date 28. Fall prevention measures 29. Verbal orders/critical test results repeated and verified 30. Infant abduction prevention and response

STANDARD
31. Clinical alarm safety 32. Fetal heart monitoring 33. Identification system for mother and baby 34. Bed rail safety/risks of entrapment 35. Electrical safety related to monitoring equipment 36. Verification procedure for correct patient, site and procedure 37. Medication safety ▪ Look alike, sound alike medications ▪ Safe storage and use of narcotics ▪ Double check for insulin and heparin ▪ Dangerous abbreviation list ▪ Transferring medications from nonsterile to sterile field ▪ Check system for infusion pump drug, rate and concentration 38. Sentinel events alert ▪ Potassium chloride ▪ Blood transfusion errors ▪ Inpatient suicide ▪ Restraints ▪ Pre and post operative complications ▪ Kernicterus prevention and treatment ▪ Preventing needle sticks and sharps injuries ▪ Nosocomial infections ▪ Bed related entrapment deaths
Department Core Competencies
39. Demonstrate skills of accurate assessment, reassessment and development of the plan of care
40. Demonstrate knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit
41. Demonstrates awareness and respect for patient, family, significant others as an individual and as a family unit
42. Demonstrates patient/family teaching from admission throughout hospitalization to discharge
43. Demonstrates responsibility/accountability for completion of assignments in a timely manner
44. Identifies cultural and religious needs, language barriers, physical and psychological limitations
45. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team. Initiate screen referrals on a timely basis
46. Communicate in an accurate, timely manner significant changes in patient status and response to treatment
47. Documents in an accurate, timely manner
48. Demonstrates the ability to assign/delegate patient care appropriately based on staff competency and patient acuity
49. Knowledge and application of EMTALA
Nursery Competencies
50. Demonstrates knowledge and skills necessary to care for the newborn ▪ During uncomplicated delivery ▪ High risk delivery ▪ Cesarean section ▪ Performs gestational age assessment ▪ Perform newborn physical assessment
51. Performs venipuncture ▪ Initiates IV ▪ Cares for infant with peripheral IV
52. Oxygen therapy ▪ Set up nasal cannula ▪ Set up hood/CPAP ▪ Maintain O2 ▪ Assist with intubation ▪ Prepares equipment ▪ Assists physician/RRT with intubation ▪ Ability to use wall suction for infant who is intubated and non-intubated
53. Assist with umbilical catheterization ▪ Discontinue umbilical catheter
54. Gastric lavage ▪ Appropriately inserts tube for gavage feed ▪ Assures proper placement

STANDARD
55. Demonstrate procedure for insertion of chest tube ▪ Set up chest tube/water seal system ▪ Maintain placement and care for infant with tube
56. Complete specimen collection ▪ Heel stick ▪ Venous blood draws ▪ Blood cultures ▪ Umbilical catheter specimens ▪ Hemacult
57. Medication administration and safety ▪ Ability to calculate dosage appropriate for neonates ▪ Uses Neofax reference ▪ PO ▪ IM, Sub Q ▪ ETT ▪ IV/IV push
58. Assist with x-ray of infants
59. Competent to assist with spinal tap and proper transport of specimen to lab
60. Provides care for infant with Phototherapy
61. Performs infant hearing screens
62. Follows identification procedure for mother and baby
63. Knowledgeable in the following areas: ▪ Infant security ▪ Infant safety ▪ Infant admission from another facility or from outside hospital ▪ Hypoglycemia protocol ▪ Beta strep protocol ▪ Infants of mother with known or suspected substance abuse ▪ Nursery visitation policies
64. Facilitates transfer of infant to higher level nursery ▪ Initiates calls to neonatologist/pediatrician ▪ Respiratory therapy ▪ Ensures chart is copied and ready to send with infant
65. Provides ongoing education to parents on newborn care, discharge and follow up care.
Mother/Baby Competencies
66. Demonstrates knowledge and skill necessary to perform a systematic post partum physical assessment ▪ Understands normal post partum physiological maternal adoptions ▪ Palpates fundus noting location consistency and massages if necessary ▪ Observes lochia for color, amount, consistency ▪ Inspects breasts for consistency, tenderness, nipple shape, nipple integrity and presence of colostrums or milk ▪ Review medical record for al information pertinent to plan of care such as Rhogan, Rubella ▪ Inspects perineum/incision for intactness – color, edema, erthemia, drainage, hemorrhoids ▪ Assess bladder for ability to urinate ▪ Inspects extremities for edemas redness and/or varicosities – performs Homans sign ▪ Documents appropriately
67. Provide appropriate care to post partum patient without complications: ▪ Comfort level and provision of pain relief including pain medications, ice pack, peri care measures ▪ Documentation of pain management ▪ Provides for immunizations needs – Rhogan, rubella ▪ Initiates and follow through on plan that supports post partum assessments and VS findings ▪ Identifies and meets patients psychosocial needs by utilizing referral resources ▪ Completes discharge per procedure
68. Identify post partum patient at risk for complications: ▪ Post partum hemorrhage ▪ Endometrisis ▪ Thrombophlebitis ▪ Thromboembolism ▪ PIH

STANDARD
69. Provide nursing care to nursing/non-nursing mothers **Nursing mother** ▪ Anatomy and physiology of lactation ▪ Assist mother with breast feeding ▪ Proper positioning ▪ Latch scoring 0 identify signs of correct latch on ▪ Feeding cues ▪ Assess infant hydration status ▪ Teach mother breast. nipple care, nutrition/rest ▪ Make appropriate referrals to lactation consultant and/or support groups ▪ Document appropriately **Non-nursing – Bottle fed** ▪ Support mother's decision ▪ Demonstrates/explains formula prep and storage ▪ Informs mother of feeding patterns – number of feedings/volume/hunger cues/burping/stooling and voiding ▪ Discuss safety issues regarding bottle feeding ▪ Discourage propping of bottle ▪ Feeding at room temperature ▪ Examining expiration date ▪ Discarding formula in bottle immediately after use ▪ Discarding unused formula with 48 hours ▪ Use of bulb syringe ▪ Lactation suppression – tight bra, ice, analgesics, avoidance of nipple/breast stimulation ▪ Documents appropriately
70. Provides mother, baby and family education based on learning assessment ▪ Individualizes patient care according to patient education record ▪ Rooming in and infant safety issues ▪ Hospital safety/security system ▪ Infant care ▪ Car seat safety ▪ Document appropriately
71. Demonstrates responsibility and accountability for recognizing and identifying potential and actual nutritional problems ▪ Screens referrals to dietician as appropriate ▪ Collaborate with dietician to determine educational needs
72. Perform a systematic and through full term newborn physical assessment based upon knowledge of expected adaptation to extra uterine life: ▪ Understands physiological changes which take place during newborn transitional period ▪ Observe newborn in quiet, alert state noting breathing pattern, overall skin color, posture and muscle tone ▪ Weight and measure ▪ Assess vital signs ▪ Observe skin color and inspect for warm rash or lesion ▪ Inspect head for molding, caput, cephahematoma or fullness of fontonels ▪ Inspect cord condition ▪ Inspect healing of circumcision when appropriate ▪ Assess movement symmetry of limbs ▪ Assesses elimination ▪ Assess muscle tone and reflex ▪ Documents assessment
73. Plan and provide care to term infants: ▪ Initiates plan that supports newborn physical assessment ▪ Provides care of cord ▪ Teaches parents on cord card ▪ Removal prior to discharge ▪ Prepares and cares for newborn with circumcision ▪ Teaches parents care – Gomco,plastibell ▪ Correctly prepare and administers medication PO, SubQ, IV as ordered ▪ EES ointment ▪ Vitamin K ▪ Hepatitis vaccine ▪ Correctly performs capillary blood sampling for PKU ▪ Provides for care of mother through rooming in ▪ Provides for appropriate feeding by parents

STANDARD
Age Specific Competencies
Knowledge 74. Demonstrate knowledge of growth and development
75. Criteria to identify victims of abuse and neglect
Skills 76. Demonstrates ability to perform age specific nursery and LDRP assessments and develops interdisciplinary plan of care
77. Demonstrate age appropriate communication skills
78. Demonstrates ability to provide age specific teaching and discharge planning
79. Demonstrates ability to assess age specific safety issues in nursery and LDRP and implement appropriate safety devices
80. Demonstrates ability to interpret patient data and react to changes in patient's condition
Service Standards
81. 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.
82. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
83. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
84. Gives all customers their full attention and treats them with dignity, respect and understanding.
85. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
86. Safeguards patient confidentiality in all forms of communication.
87. Works effectively with others toward achieving common goals including morale and teamwork.
88. Interacts compassionately and in a timely manner with all customers.
Equipment – Demonstrate Safe and Effective Use
89. O2 analyzer
90. Crash cart/code boxes
91. Cardiac /respiratory monitor
92. Transilluminator
93. Medication infusion pump
94. IV pumps
95. Ambu bags – neonatal and adult
96. Infant transporter
97. Pulse oximeter
98. Infant scale
99. Bilibed/bililights
100. Circumcision board
101. Natus hearing screen
102. Radiant warmers
103. Star infant ventilator
104 Oxygen therapy
105. Non invasive BP monitor
106. PCA pump
107. Emergency O2 shutoff
108. Birthing beds
109. Breast pump
110. Computer/printer
111. Fax machine

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Post Partum/Newborn Nursery RN Department: Nursing/Patient Care Services

EDUCATION

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

EXPERIENCE

- ■ One year experience as a RN in post partum and/or Normal newborn nursery
- ☐
- ☐

SKILLS

- ■ Organizational
- ■ Verbal/Follow verbal instructions
- ■ Interpersonal
- ■ Customer Relations
- ■ Mathematical
- ■ Analytical
- ■ Grammar/Spelling
- ■ Read/Comprehend/Follow written instructions
- ☐ Transcription
- ■ BLS
- ■ NRP
- ■ 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/shoe covers

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