



## POSITION DESCRIPTION

### Progressive Care/Telemetry/Stepdown - RN

**POSITION SUMMARY:**

The PCU/Telemetry/Stepdown nurse is responsible and accountable for prescribing, delegating and coordinating the nursing care to the patient of the PCU/Telemetry/Stepdown units.

**POSITION DESCRIPTION – Progressive Care/Telemetry/Stepdown 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. ACLS card                    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/patient checks

## STANDARD

- 29. Verbal orders repeated and verified during procedure
- 30. Transfer procedure if emergency intervention indicated
- 31. Medication safety
  - Safe storage and use of narcotics
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Double check system for Heparin and Insulin
  - Check system for infusion pump drug, rate and concentration
- 32. Verbal orders/critical test results repeated and verified
- 33. Infant abduction and response
- 34. Inpatient suicide risk factors
- 35. Bed rail safety/risks of entrapment
- 36. Safe transport of monitored patient
- 37. Sentinel events alert
  - Potassium chloride
  - Wrong site surgery
  - Blood transfusion errors
  - High alert medications
  - Operative and postoperative complications
  - Preventing needle sticks and sharps injuries
  - Nosocomial infections

### Department Core Competencies

- 38. Demonstrate skills of accurate assessment, reassessment and development of the plan of care
- 39. Demonstrate appropriate assessment, patient/family teaching and management of pain beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs
- 40. Demonstrate knowledge of the specific conditions, disease and treatment therapies for the specific patient population of the unit
- 41. Implement the plan of care in a safe, accurate and appropriate manner
- 42. Demonstrate awareness and respect for the patient, family, significant other as an individual and family unit (identifies cultural and religious needs, language barriers, physical and psychological limitations)
- 43. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 44. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the Health care team. Initiates screen referrals on a timely basis.
- 45. Cardiovascular assessment
- 46. Interpretation of cardiac rhythms and appropriate response to changes
- 47. Performance of 12 lead EKG's
- 48. Defibrillation/cardioversion
- 49. External pacemaker
- 50. Knowledge of cardiac and emergency medications
- 51. IV Therapy
  - Insertion
  - Aseptic technique
  - Site
  - Dressing
  - Tubing changes
  - Use of pumps
- 52. Central venous catheters
  - TPN
  - Monitoring pressure
  - Drawing specimens
- 53. Blood and blood product administration
- 54. Pulmonary assessment
  - Pulse oximetry
  - Signs of distress
- 55. Assist with intubations
- 56. Suctioning
  - Oral
  - Naso-pharyngeal
  - Endotracheal

**STANDARD**

- 57. Care of patient with tracheotomy
- 58. Responds to call lights
- 59. Assessment of GI and GU systems
- 60. Foley catheter insertion and maintenance
- 61. NG Tube insertion and maintenance
- 62. Feeding tube insertion and administration of tube feedings

## 63. Care of chemotherapy patients

- Medications
- Special precautions
- Spill precautions

## 64. Care of behavioral health patient on unit:

- Code – assistance needed
- Restraints

## 65. Assessment of mental/neurological status

## 66. Pre and post operative care

## 67. Chest tube to underwater seal and suctioning

## 68. Removal of staples and sutures

## 69. Wound care

## 70. Skin assessment/prevention of pressure sores

## 71. Phlebotomy

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

## 72. Demonstrate knowledge of growth and development

## 73. Criteria to identify victims of abuse and neglect

**Skills**

## 74. Performs age specific nursing assessments and develops interdisciplinary plan of care that is age specific

## 75. Assesses age specific cath lab safety issues and uses appropriate safety devices

## 76. Demonstrate age appropriate communication skills

## 77. Demonstrates ability to plan care with frequent breaks for elderly patients

## 78. Demonstrates ability to implement appropriate skin care to maintain skin integrity

## 79. Demonstrates ability to provide age specific teaching

## 80. Demonstrates ability to assess age specific safety issues for the monitored patient

## 81. Demonstrates ability to interpret patient data and react to changes in the monitored patient's condition that are not expected

## 82. Assists with discharge planning for all patients focusing on special discharge and aftercare needs of the population served

**Service Standards**

## 83. 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.

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

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

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

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

## 88. Safeguards patient confidentiality in all forms of communication.

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

## 90. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

## 91. Omnicell

## 92. Defibrillator

## 93. Central monitoring station

## 94. Stethoscope Doppler

## 95. Cardiac monitor

## 96. Dinamapp

## 97. CPM

## 98. TTU

## 99. Plexipulse/SCD

## 100. PCA

## 101. Traction

## 102. Crash cart

## 103. Transport monitor

STANDARD
104. Pulse oximeter
105. Telemetry monitor
106. Printers
107. O2 – Medical gases/cannula/mask/flow meter
108. Portable oxygen tanks
109. BiPAP
110. Gait belt
111. Bladder scanner
112. Bariatric equipment

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: PCU/Telemetry/Stepdown 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

- Two years Med/Surg experience
- One year telemetry experience
- Arrhythmia course
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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/Ped. (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 10 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 10 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
- 3 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

### 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:

SEDDENTARY 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.

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Employee Signature

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Date