



JOB DESCRIPTION

TITLE: RN-Procedure Center
DEPARTMENT: Procedure Center
REPORTS TO: Director Procedure Center
FLSA: Non-Exempt

SUMMARY OF JOB:

To provide assessment, intervention and evaluation of patients, offering emotional support to both patients and families.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. The Registered Nurse will provide general patient care by:
 - a. Upon admission to the Procedure Center, completes medical history, takes vital signs, check for allergies, start IV's, etc.
 - b. Under the direction of the Physician, completes outpatient procedures on assigned patients.
 - c. The Registered Nurse will review the patient's chart becoming familiar with the orders for the patient including but not limited to medications, lab orders and results, radiology orders and results, activity, diet, consultation orders etc.
 - d. Is knowledgeable regarding discharge plan for patient.
 - e. Explains procedures and treatment to patient to allay apprehension, verify understanding and gain cooperation.
 - f. Serves as a patient advocate by clarifying and confirming communications from hospital personnel.
 - g. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy.
 - h. Initiates Isolation precautions as appropriate for safety of patient, staff and visitors.
 - i. Assures needed supplies and equipment are available and are cleaned and maintained per department standards.
 - j. Provides for the emotional/physical comfort and safety of patients and visitors
 - k. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.

- l. When the procedure is completed, the sedation nurse and the recovery room nurse coordinate the transfer of the patient care.
 - m. Upon discharge, prepares patient to be transported to the unit or home, explains the discharge instructions, and verifies that a responsible adult will transport the patient to his/her home.
2. The documentation of patient information will be completed by:
 - a. Documents patient assessment in patient chart. Especially notes any changes in condition, vital signs, level of consciousness, etc.
 - b. Reviews chart to verify Medication orders, lab requests, radiology orders, consults, etc. are properly transcribed and have actually been ordered.
 - c. Verifies and notes medical providers' orders.
 - d. Completes appropriate paper work on new admissions including signed consents, complete history, patient belongings clearly documented, and clarifies plan of care.
 - e. When the procedure is completed, document in the patient report the patient status, including Patient identifiers, assessment, the situation including code status recent changes and response to treatments, safety issues including allergies, alerts, falls isolations etc., any actions needed, what is planned next – what is the plan.
 - f. Insures that timely, accurate, and complete billable supply charges and billing information are forwarded to the HRIS.
3. Medication administration will be completed by:
 - a. Reviews Medication Reconciliation Case Report related to patient home medications for assigned patients
 - b. Administers prescribed medications and treatments in accordance with approved nursing techniques.
 - c. Assures accurate narcotic count and the beginning and end of each shift
4. The patient will be assessed by:
 - a. At the beginning of the procedure will form an assessment on each assigned patient. Notes any changes in patients' condition, notifying the medical provider of changes as necessary. Including vital signs, etc.
 - b. Monitors the patient per department standards for any changes in condition. Maintains awareness of comfort and safety needs of patient. Responds to the direction of the physician.
5. The Registered Nurse will provide clinical expertise to the remainder of the staff by:
 - a. Shares knowledge with other staff and students as appropriate. Assists with the orientation and education of staff and students.
 - b. Demonstrates ability to use critical thinking skills by assessing situation and knowing how decision making will impact patient, family, staff and others involved in patient care. This includes assessing how decision will impact on coming shift.
6. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado. One to two years of general nursing and critical care courses are preferred.

OR

equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current BLS

ACLS within 90 days of hire.

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using professional and team center attitude; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date