



JOB DESCRIPTION

TITLE: RN
DEPARTMENT: Short Stay Observation Unit (SOU)
REPORTS TO: Director ED/SOU
FLSA: Non-Exempt

SUMMARY OF JOB:

To provide assessment, intervention and care, including emotional support, to the patients and their families, that seek care in the Short Stay Observation Unit. Uses critical thinking and decision making skills to care for patients. Works collaboratively with physicians, clerks, students, other healthcare providers and co-workers. Assists with department related duties; such as cleaning, stocking, and organization.

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. Ongoing review of patient's chart for orders, results and documentation related to medication, lab, radiology, treatments, etc.
 - b. Ongoing communication with the other staff, including lab, radiology, case management, and physicians to ensure orders have been obtained and completed.
 - c. Assures that emotional and physical comfort and safe nursing care is provided to all patients. This includes providing comfort measures, respect for privacy, bed rails secured, call light in reach, and use of sitter or bed alarm when necessary.
 - d. Continued assessment in a thorough and ongoing manner from time received until discharge including use of auscultation, palpation, diagnostic and monitoring equipment. Reports any concerns or changes in patient's condition to the Medical Provider.
 - e. Communicates with the patient and family keeping them informed of processes and delays.
 - f. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy. Initiates isolation precautions as appropriate for safety of patient, staff, and visitors. This may include use of isolation cart and signage.

- g. Assures patient care areas are well stocked, clean, equipment is in order and needed supplies are available. Trash and linens are removed in an ongoing manner.
 - h. Responds to life saving situations based upon nursing standards, policies, procedures, and protocols.
 - i. Is knowledgeable regarding discharge plan for patients, individualizes discharge teaching plan.
 - j. Gives report to the receiving nurse whether at shift change or transfer or admission that includes symptoms progression or management, related vital signs including pain level, ongoing assessment, diagnostic tests and results, interventions and effectiveness, use SBAR report format.
2. The documentation of patient information will be complete and include:
- a. Initial and ongoing assessment. This may include pain, temperature, GCS, O2 sat, etc. reassessment and documentation.
 - b. Completes appropriate paperwork for admission or transfer: patient belonging list, pre-op documents, COBRA forms, medication reconciliation, etc.
3. Medication administration will be complete:
- a. Administers prescribed medications and treatments in accordance with NPSG and approved nursing techniques.
 - b. Observes patients for therapeutic or adverse reactions.
 - c. Wastes narcotics immediately with a second nurse as per policy.
 - d. Complies with hospital Medication Administration policies in regards to double check of high risk medications such as insulin and anticoagulants.
4. 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 decisions will impact oncoming shift.
5. 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:

Bachelor's degree in nursing with one (1) year of related experience or training preferred
OR
equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Requires current and unrestricted licensure as a Registered Nurse in Colorado.
Current BCLS upon hire. PALS and ACLS within 6 months 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 the "Whatever It Takes" philosophy; 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