

SAVOY MEDICAL CENTER

DEPARTMENT: RN Agency

EFFECTIVE DATE: 4/90

SUBJECT: Job Description/
Performance Evaluation

REVISION DATE: 7/99, 4/10

APPROVED BY: Medical Executive Committee

Name: _____ S/S Number: _____

Due Date: _____ Hire/Transfer Date: _____

Type of Review: Annual: _____

Professional Credentials

- A. Education and License: Graduate of an accredited School of Nursing, currently licensed as a Registered Nurse in the state of Louisiana.
- B. Experience: One year experience preferred.
- C. CPR certification

Position Description

The RN implements patient care by:

- Assuring that the psychosocial needs and the safety and physical comfort of the patient are identified and met.
- Performing nursing procedures for which his or her training has provided the necessary skills and judgment.
- Observing and recording all pertinent information and reporting to the appropriate nursing personnel.
- Teaching patients, family members and auxiliary nursing personnel proper health maintenance care.
- Evaluating patient care outcomes with appropriate nursing personnel.

Duties and Responsibilities

0= Does not meet standard: Consistently does not meet job requirements/standards. Needs constant assistance from supervisor or co-workers.

1= Borderline; Needs Improvement: Frequently does not meet job requirements/standards. Require more than minimal assistance from supervisor or co-workers. Shows willingness to improve.

2= Average; meets standard: Consistently meets assigned job requirements/standards in a satisfactory manner. Requires minimal or no assistance from supervisor/co-workers.

3= Above average: Frequently exceeds job requirements/standards. Solid performance. Functions independently.

4= Superior; exceeds standards: Consistently exceeds job requirements/standards in a manner that rarely is equaled by others. Makes significant contribution to the department

Receives reports on assigned patients and gives the relieving
4 nurse a complete patient report. 1 2 3

Make rounds of assigned patients. 1 2 3 4

Assists physicians with patient examinations and treatments.
4 1 2 3

Assists with pre-and post-operative patient care. 1 2 3 4

Performs patient care within his or her scope of training and
4 experience. Follows the nursing process and implements the nursing care plan. 1 2 3

Assists where required with patient admissions and discharges. 1 2 3 4

Records all pertinent information on the patient's record. 1 2 3 4

Undertakes the following specialty areas only when the Registered Nurse has documented skills in these areas:

Intensive Care Unit 1 2 3 4

OB/Gyn 1 2 3 4

ER 1 2 3 4

Respects patient rights and ensures confidentiality. 1 2 3 4

Performs routine nursing duties, i.e.. baths, B.P., TPR,
A.M. care, diet management, collecting specimens, changing dressings, patient exercise, administering medications, etc. 1 2 3 4

Notifies charge nurse and physician of any changes in patient's
condition or of any unusual symptoms. 1 2 3 4

Performs the following where training, demonstrated skills, and the State Nurse Practice Act permit:

Administering blood.	1	2	3	4
Starting IVs, administering IV medications, solutions, TPN.	1	2	3	4
Inserting and irrigating N.G. tubes, foley catheters.	1	2	3	4
Administering oxygen by mask or cannula.	1	2	3	4
Caring for tracheotomy, suctioning endotracheally.	1	2	3	4
Changing dressings.	1	2	3	4
Performing other therapeutic treatments or regimens that require the RN skills.	1	2	3	4

Supervision

The Registered Nurse is under the direct supervision of the Charge Nurse of a specific nursing unit.

Physical Demands:

- Performing the duties of this job requires prolonged, extensive or considerable standing and walking. The employee is frequently required to use hands to finger, handle or feel objects and tools or controls; reach with hands and arms; climb, stoop, kneel or crouch; talk or hear; and taste or smell. The employee must regularly lift, carry, push, pull, position and/or move up to 50 pounds or more.

Work Environment:

- While performing the duties of this job, the employee may be exposed to infections and contagious diseases, body fluids and wastes; exposed to a variety of electrical or mechanical power equipment; exposed to odorous chemicals and specimens; subject to burns and cuts; occasionally exposed to radiation; in contact with patients under a wide variety of circumstances; handling emergency or crisis situations; subject to many interruptions; subject to irregular hours; required to make judgements/actions.
- The noise level in the work environment is moderate.
- Smoke free environment

I have received, read and understand the Position Description/Performance Evaluation above.

Name/Signature
EMPLOYEE COMMENTS:

Date

DEPARTMENT MANAGER'S COMMENTS:

RECOMMENDATIONS:

TRAINING NEEDS: _____

SIGNATURES

EMPLOYEE: _____

DATE: _____

MANAGER: _____

DATE: _____

CHIEF NURSING OFFICER: _____

DATE: _____

HUMAN RESOURCES: _____

DATE: _____

EXECUTIVE DIRECTOR: _____

DATE: _____

