

Job Description

NURSE EXTERN

Position Code 069050

FLSA Code: N

Grade: G15F

JOB SUMMARY

Provide basic patient care. Perform routine treatment procedures and assist in maintenance of a safe, clean environment. Ensure adherence to Hospitals and departmental policies and procedures. Patient care assignment may include neonate, pediatric, adolescent, adult and geriatric age groups.

ESSENTIAL FUNCTIONS

- Essential and other responsibilities and duties may include but are not limited to the following:

PATIENT CARE - Perform routine treatment procedures, to include invasive procedures such as blood draws stage I and II wound care, and urinary catheterization; assists with specialty bed functions

PATIENT CARE - Assist nursing staff in complicated treatment procedures; perform routine treatment procedures

PATIENT CARE - Provide basic patient care; take and record vital signs to include temperature, pulse, respiration, weight, height, blood pressure and intake-output measurements

PATIENT CARE - Collect, label, and transport specimens

TRANSPORT - Transport equipment, supplies, charts, and materials

ROUNDING - Make rounds, handle patient requests, report and record changes in condition or behavior of patients or unusual incidents, within scope of training

ROUNDING - Make rounds and handle basic patient requests, and perform basic patient and family assistance tasks

SUPPORT - Clean patient care rooms, equipment and instruments; report equipment problems; order and store supplies; maintain appropriate PAR levels

SUPPORT - Assist and accompany patients in the admission, transfer and discharge process

SUPPORT - Prepare patients for meals, and also assist patients as necessary

SUPPORT - Deliver and pick-up meal trays, pass the beverage cart, and assist designated patients to chair, with ambulation, or to the bathroom

SUPPORT - Provide post-mortem care of fetus/IUFD

ENVIRONMENT - Maintain a safe, comfortable, and therapeutic environment for patients/families in accordance with Hospitals standards

PROFESSIONAL DEVELOPMENT - Enhance professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops

PATIENT SAFETY 1 - Follow patient safety-related policies, procedures and protocols

PATIENT SAFETY 2 - Demonstrate proactive approach to patient safety by seeking opportunities to improve patient safety through questioning of current policies and processes

PATIENT SAFETY 3 - Identify and report/correct environmental conditions and/or situations that may put a patient at undue risk

PATIENT SAFETY 4 - Report potential or actual patient safety concerns, medical errors and/or near misses in a timely manner

PATIENT SAFETY 5 - Encourage patients to actively participate in their own care by asking questions and reporting treatment or situations that they don't understand or may "not seem right"

STANDARDS OF PERFORMANCE

PEOPLE:

Positive Attitude: We are here to serve our customers by meeting their needs with utmost care and courtesy. Our attitude represents the hospital's commitment to excellence. *This commitment is reflected by providing a positive and caring experience with every interaction.*

Professionalism: We consider our customer's expectations in how we present our facility and ourselves. We have only one opportunity to make a positive first impression. *This commitment is reflected in our ethics, appearance, manner, expressions, and concern.*

SERVICE:

Communication: We are committed to listening attentively to our co-workers, patients and customers in order to fully understand and meet their needs. *This commitment is reflected by our verbal, non-verbal, and written communications being delivered with courtesy, clarity, care, and a smile.*

Dignity and Respect: We recognize, value, and respect the diversity of our co-workers, patients, and customers by honoring their perspectives, choices, and differences. *This commitment is reflected in our conduct by ensuring their knowledge, values, beliefs, and cultural backgrounds are incorporated into staff interactions, care planning, and decision-making.*

Privacy: We are committed to the protection of our co-workers' and patients' rights to personal and medical privacy. We treat the patient, patient information and/or property with confidentiality and respect and strive to create a secure and trusting environment. *This commitment is reflected by ensuring that rights to privacy and modesty are honored.*

QUALITY:

Knowledge and Expertise: We believe our patients deserve to have people caring for them who are knowledgeable and technically proficient in what they do. *This commitment is reflected through preceptorships, mentorships, continuing education, and ongoing competency evaluations.*

Safety Awareness: We all share in the responsibility of maintaining a safe environment for our co-workers, patients and customers. *This commitment is reflected by our safety conscious attitudes, actions, and continuous safety training.*

Sense of Ownership: We take pride in what we do, taking responsibility for the outcomes of our efforts. *This commitment is reflected by our ongoing effort to complete our work promptly and accurately the first time.*

FINANCES:

Fiscal Responsibility: As a public hospital, we are accountable to the community to ensure responsible use of resources to provide the needed services for all those we serve. *This commitment is reflected by our actions and attitudes toward expense and time management.*

Integrity: We believe in complying with all government rules and regulations relative to receiving compensation for our services. *This commitment is reflected by exercising ethical and accurate billing and financial practices.*

GROWTH:

Customer Service: We believe in the importance of growth and on-going public support. *This commitment is reflected by providing exceptional customer service to all we serve and by responding quickly to resolve problems.*

Recruitment & Retention: We believe our patients deserve to have the very best providers and staff available to provide their care. *This commitment is reflected in our organization by continually attracting, developing, and retaining staff with exceptional skills.*

MINIMUM QUALIFICATIONS

EDUCATION:

Completion of basic nursing skills course at an accredited nursing program
Student in good standing of a nationally accredited nursing program with completion of first semester of acute care clinical course

LICENSES/CERTIFICATIONS:

CPR Certification or must obtain within 30 calendar days of date of position

TESTING REQUIREMENTS:

Tuberculin Skin Test required annually

PREFERRED QUALIFICATIONS

PREFERRED EXPERIENCE:

Bilingual English/Spanish
Bilingual English/Keres, Tewa, Tiwa, Towa, Zuni, or Navajo

WORKING CONDITIONS

ENVIRONMENTAL CONDITIONS:

Significant hazard exposure: Constant risk exposure to unusual elements, i.e., toxic chemicals, biohazardous materials requiring extensive safety precautions and may include the use of protective equipment

PHYSICAL CONDITIONS:

Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects or people. Physical Demand requirements are in excess of those for Medium Work.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S CERTIFICATION: I certify that this job description is an accurate statement of the essential job functions, responsibilities, and physical and working requirements of this job. The job has been determined to be necessary to carry out current UNM Hospitals functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violation of law and/or Clinical Operations policies.

Supervisor's Signature

Date

I acknowledge receipt of this job description and my supervisor has discussed it with me.

Employee's Signature

Date

Employee's Name (Please Print)