

Job Description

RN INPT

Position Code 511

FLSA Code: N

Grade: LT68

JOB SUMMARY

Work within the nursing process to provide direct nursing care to assigned patients. Provide clinical leadership for other staff and assume relief charge duties when designated. Serve as a role model to promote a positive work environment and quality patient care. 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 - Deliver safe direct care to an assigned group of patients as required

POLICIES - Work within Hospitals, Nursing division and departmental policies

CARE PLAN - Work in collaboration with the healthcare team, implement and document individualized care plans incorporating age specific considerations, including discharge planning and patient/family teaching

TESTS AND PROCEDURES - Assist with special tests and procedures; ensure proper consent has been obtained

PARTICIPATION - Participate in orientation; upon successful completion of preceptor training assume precepting and evaluation responsibilities of new personnel

EMERGENCY MEASURES - Assist with or institute emergency measures for sudden, adverse developments in patients

MEDICAL RECORDS - Ensure that patient medical records contain necessary information

INQUIRIES - Answer telephones and triage calls as per departmental policy

MEDICATION - Administer medication, including IV medication, via the Seven Rights; document and communicate clinical findings

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

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"

MINIMUM QUALIFICATIONS

EDUCATION:

Nursing program (nationally accredited) graduate New graduate Associate Degree nurses will agree to complete their BSN within 2 1/2 years or MSN within 4 1/2 years

CERTIFICATIONS:

RN MATRIX - Complete and maintain unit/clinic based required certifications and competencies as listed in the department expectations/and or the unit/clinic education matrix

LICENSES/CERTIFICATIONS:

Licensed Registered Nurse (RN) in State of New Mexico or as allowed by reciprocal agreement by State of New Mexico CPR Certification for Healthcare/BLS Providers or for Professional Rescuers or must obtain within 30 calendar days of date of position

TESTING REQUIREMENTS:

Obtain UNMH IV Verification within 6 months of position Tuberculin Skin Test required annually

PREFERRED QUALIFICATIONS

PREFERRED EDUCATION:

Bachelor's Degree of Science in Nursing

PREFERRED EXPERIENCE:

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

PREFERRED LICENSURE/CERTIFICATION:

Nationally certified in area of specialty PALSTNCC and/or ENPC

WORKING CONDITIONS

ENVIRONMENTAL CONDITIONS:

Sig Hazard: Chemicals, bio hazardous materials requiring extensive safety precautions and may require 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.

ADDENDA

Emergency Department - 101021015

Licensure/Certification Requirements

- Advanced Cardiac Life Support (ACLS) Certification or must be obtained within 6 months of date of position

Lifeguard RTP - 101070060

Experience Requirements - Preferred

- Previous Critical Care Transport experience

Licensure/Certification Requirements - Preferred

- Instructor Certification in course such as BLS, ACLS, PALS, etc.
- CEN or CCRN or RNC or CTRN or CFN or C-NTP (C-NTP encouraged)

Physical Demands Requirements

- Maximum weight 225 pounds, ability to climb, squat, carry 30 pound bag, ability to lift 200 pound patient on backboard with one other person
- Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects or people. Physical Demand requirements are in excess of those for Heavy Work.

Working Conditions Requirements

- May be required to travel to various work sites
- May be required or is required to work rotating shifts, holidays and weekends
- Work environment is Helicopter, Airplane or Ground Ambulance
- Working in confined space or unusual positions
- May be required or is required to perform on-call duties

Experience Requirements

- 3 years of Emergency Department or Critical Care experience

Licensure/Certification Requirements

- Advanced Cardiac Life Support (ACLS) Certification
- ATCN or TNATC or TPATC or ATLS or ATLS audit w/in 1 year
- CFN or CCRN or CTRN or C-NTP w/in 1 year
- NRP w/in 1 year
- PALS or equivalent pediatric advanced life support certification
- STABLE w/in 1 year

Behaviors of Excellence - We Make it Better

We Care

We treat everyone with courtesy and respect.

We take time to listen.

We make people feel welcome with a greeting and smile.

We anticipate the needs of others.

We value the patient's perspective.

We do good work

We keep our skills and knowledge up to date.

We learn from our mistakes.

We are thorough, accurate, and timely in our documentation.

We are open to change and improved processes.

We care about the details.

We need each other

We stay positive.

We don't gossip.

We value our diversity.

We help and encourage each other.

We collaborate.

We share

We thank each other often and share credit.

We use appropriate language in speech and emails.

We explain what we are doing, encourage patients, and provide updates.

We share ideas and information, and we welcome feedback.

We respond promptly to emails, pages, and calls.

We look after things

We are good stewards of our resources, equipment, and supplies.

We are dependable, reliable, and on time.

We make efficient use of our time.

We take the initiative and follow through.

We do the right thing, even when no one is watching.

We keep it safe

We wear our badges.

We adhere to handwashing guidelines.

We report any unsafe conditions that we see.

We protect the privacy of our patients.

We follow all safety protocols and respect the chain of command.

We show our pride by how we look

We dress professionally and comply with the dress code.

We maintain tidy work areas.

We help keep our campus clean.

We put things where they belong.

We protect our institution's reputation.

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)