

NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME
JOB DESCRIPTION
LICENSED NURSE

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF NURSING

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to render professional nursing care to patients within an assigned unit. Performs nursing techniques for comfort and well-being of patients. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist Physician during treatment and examination of patients.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Graduate of an accredited School of Nursing.
2. Must have a current license from Montana State Board of Nursing.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work confidently as leader of a team.
2. Must be able to lift and move patients daily. Must be able to lift a minimum of 50 pounds.
3. Must be able to work on feet all day and free of any lack of mobility problems.
4. Must be able to work flexible hours.
5. Must be able to speak the English language in an understandable manner.
6. Must be able to cope with the mental and emotional stress of the position.
7. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
8. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
9. Must be in good general health and demonstrate emotional stability.
10. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
11. Must display ability to maintain absolute confidentiality at all times.
12. Must be able to perform highly skilled nursing techniques.
13. Must be able to make sound nursing judgments.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for assessment of all patients.
 - a. Obtain necessary information and relay necessary information to appropriate personnel.
 - b. Obtain and maintain patient's chart, history, and physical care plan on admission.

- c. Maintain awareness of patient's condition at all times.
 - d. Team leader - by delegating and assigning Nursing Staff to patient care and follow up on work being done.
 - e. Be available to make rounds with Physician when necessary.
 - f. Assure all vital signs and weights are taken accurately and in a timely manner.
 - g. Notify Charge Nurse of any abnormal vital signs and deteriorating condition.
 - h. Continuity of care is maintained.
2. Responsible for communication with co-workers, Physicians, patients, and families.
- a. Discuss problems with patients, Physicians, visitors and co-workers.
 - b. Interdepartmental - communicate as necessary, regarding tests, equipment, rooms, scheduling, etc.
 - c. Medical Staff
 - 1. Make rounds with Physician.
 - 2. Inform physician of any change in patient condition.
 - 3. Follow Physician orders if understood completely, if not, clarify.
 - d. Contact families when necessary.
3. Responsible for patient and employee education.
- a. Carry out as requested by Physician and Charge Nurse.
 - b. Instruct and assist patients on specimen collection, tests and procedures.
 - c. Instruct patient on care after discharge.
 - d. Attend in-services as scheduled.
 - e. Maintain CPR Certification.
 - f. Assist with new employee orientation.

4. Responsible for patient care.
 - g. Review Physicians orders and follow Policy and Procedure of NEMHS.
 - h. Assists and directs Nursing Staff in giving patient care.
 - i. Works as a team.
 - j. Ensure proper documentation to meet State and Federal Requirements.
5. Responsible for administration of medications and treatments.
 - a. Able to start IV's (LPN's if certified).
 - b. Administers IV medication with and without pump as per nurse practice guidelines.
 - c. Perform RT treatments correctly.
 - d. Perform Blood Sugars.
 - e. Prepares equipment and assists Physicians during treatments and examining of patients in a timely manner.
 - f. Administers medication according to Policy and Procedure.
 - g. Medication and treatments are performed on time.
 - h. Always explains procedures and treatments to patient in order to gain cooperation.
 - i. Observe and document any results, or reactions to medication or treatment in a timely manner.
 - j. Venipunctures (LPN's if certified).
 - k. Assess resident's condition and notify Physicians of changes.
6. Responsible for documentation on patient's charts.
 - a. Review Physician's orders.
 - b. Documentation of admission and discharge must be done on all patients.
 - c. All documentation must be legible and legal.

