

**PUNXSUTAWNEY AREA HOSPITAL  
POSITION DESCRIPTION**

Position Title:	<u>Staff Registered Nurse</u>	Job Grade:	<u>P-2/P-3</u>
Department:	<u>Nursing Services</u>	Date Revised:	<u>3/25/10</u>
		Date Reviewed:	<u>7/11/17</u>
Supervisor:	<u>Head Nurse</u>		
Employees Supervised:	<u>Licensed Practical Nurses, Nursing Technicians, Unit Secretaries, OB Float, Nursing Students</u>		

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**JOB SUMMARY:** Coordinates total Nursing Care for patients, participates in patient and family teaching and provides leadership by working cooperatively with Ancillary Nursing and other patient team personnel in maintaining standards for professional nursing practice in the clinical setting.

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**MAJOR TASKS, DUTIES AND RESPONSIBILITIES:**

ESSENTIAL FUNCTIONS:

Evidences knowledge of the Corporate Compliance, Privacy (HIPAA), Confidentiality of Information, and Ethics policy and adheres to the guidelines of the policy relative to position and licensing standards and other regulations and governing agencies of the organization.

Maintains Nursing Care Standards and adheres to the professional code of ethics especially related to confidentiality, patient rights, and patient safety.

Utilizes two PAH identifiers (name and DOB) when delivering care.

Demonstrates competence while functioning as a team leader; takes and gives concise verbal reports to M.D. and Staff, classifies patients and makes assignments, accurately notes diagnostic orders while checking the orders on the computer terminal, and is accountable and responsible for decision making.

Collects data through pertinent clinical observations, utilizing the nursing process to meet the physical, psychological, social, and rehabilitative needs of the client. Reports and records such appropriately.

Plans Nursing Care and interventions in a goal directed manner, prioritize treatment goals and reflecting consistent, logical sequence of goal resolution in Nursing Notes and/or Care Plan.

Identifies health teaching needs, assess client level of motivation and cognitive function prior to education and tailors instruction to meet patient needs. Documents education session and clients level of understanding.

Administers medications appropriately, assesses effectiveness of medications and performs treatments as indicated.

Directs, supervises, and evaluates the delivery of Nursing Care.

Demonstrates flexibility in response to unexpected changes in work load, patient acuity, staffing, and scheduling.

Acts as a preceptor for new staff when called upon to do so.

Participates as a team member in providing total patient care, i.e., attends change of shift report, does not waste time, deals fairly with others, communicates in a positive, non-defensive manner, demonstrates ability to work constructively with others.

Utilizes the proper chain of command when filing grievances.

Follows all Infection Control guidelines using Universal Precautions -- Seeks assistance if needed.

Attends at least 50% of Unit Specific Staff Meetings.

Demonstrates clinical competence in unit specific nursing functions

Performs critical thinking to coordinate effective patient care.

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## MAJOR TASKS, DUTIES AND RESPONSIBILITIES

Is proficient and knowledgeable about the use of the MEDITECH Computer System and Omnicell medication system.

Assists physician during patient rounds and assists with special tests, procedures, i.e., thoracentesis.

### NON ESSENTIAL FUNCTIONS:

Evidences knowledge of human growth and development norms, from infancy through the older adult population, recognizing alterations in these patterns and plans nursing care based on this knowledge.

Participates in economical utilization of supplies and ensures that equipment is maintained in a clean and safe manner.

Participates in Quality Assurance Activities, assists in problem identification and resolution.

Participates in nursing committees as designated or requested by the Nursing Manager.

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The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

## QUALIFICATIONS

**EDUCATION:** Graduation from a nursing program. Certification preferred.

**EXPERIENCE:** Preferred experience in the specialty area.

**SPECIAL REQUIREMENTS:** Current licensure by PA State Board of Nursing or eligible; communicative and hearing abilities essential. Near visual acuity required to detect changes in patient condition. Completion of Advanced Cardiac Life Support is required for the following specialty nursing areas: ICU, ER, Short Procedure, PACU, Cardiac Rehabilitation, Nursing Supervisor/Relief Supervisor, Medical Outpatient Clinic (Wound Care); Completion of Pediatric Advanced Life Support is required for the emergency department.

**JOB KNOWLEDGE:** Thorough knowledge of the nursing process and departmental policies and procedures.

**WORKING CONDITIONS:** Cuts/bruises from equipment, burns and strains. Potential exposure to infectious/communicable diseases. Works in a well-lit temperature controlled environment 100% of the day, walking and standing most of the time on duty.

**PHYSICAL DEMANDS:** Job-related stress. Frequent reaching and handling of instruments, equipment, records, and reports. Required to bend, stoop, reach, push, and pull. Able to manually push and pull necessary equipment such as: Medication Cart, Crash Cart, Wheelchairs, Litters, IV Pumps. Maximum push-pull force of 50 pounds. Able to assist or independently turn and transfer patients requiring deep knee squat lift of no more than 50 lbs. Able to transport patients via litter/wheelchair who may exceed weight of 250 pounds.

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I have read and I understand the above position description. I accept and agree to fulfill these and other temporary duties as assigned by my Supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date

### NOTICE OF NONDISCRIMINATION

The Punxsutawney Area Hospital is an equal opportunity employer and healthcare facility and will not discriminate on the basis of race, age, color, national origin, religious creed, sex, or non-job-related disability in its employment procedures as required by Title VI, title VII, and Section 504 of the U.S. Civil Rights Act of 1964. This policy applies to all employment practices including recruitment, hiring, promotion, transfer, education, evaluation, discipline, discharge and termination, as well as to all forms of employee compensation and benefits, and all other terms, conditions and privileges of employment.

The Punxsutawney Area Hospital will not discriminate as outlined above and also will not tolerate discrimination or harassment by any employee, contract service, volunteer, or anyone else affiliated with the facility against another individual. For information regarding civil rights or the grievance procedure, contact the Human Resource Manager at extension 1858.