

**PUNXSUTAWNEY AREA HOSPITAL
POSITION DESCRIPTION ADDENDUM**

Position Title:	<u>Medical–Surgical Unit RN</u>	Job Grade:	<u>P-2/P-3</u>
Department:	<u>Medical-Surgical Unit</u>	Date Revised:	<u>8/12/14</u>
		Date Reviewed:	<u>3/18/16</u>

MAJOR TASKS, DUTIES AND RESPONSIBILITIES ADDENDUM:

Reads and signs the Medical/Surgical clipboard updates each month.

Performs Acute Care Admission or 23 Hour Medical Observation Admission procedure using Admission Data Sheet and Admission Assessment Forms including Problem Identification

Performs Pediatric Acute Care Admission using appropriate Assessment Forms

Performs a Swing Bed Admission using Assessment Addendum

Performs Short Procedure Admission on all Same Day Care patients on weekends or after the Short Procedure Unit hours of operation

Performs Neurological Assessments using the appropriate Glasgow Coma Scale (Pediatric or Adult)

Performs Orthopedic Assessment using appropriate Flow Sheet

Performs Pain Control Assessment using PCA Flow Sheet and Narcotic Disposition Record

Performs Safety/Risk Assessment followed by Restraint Application as a last alternative.

Uses IV Fluid Pump and IV Therapy Flowsheet with particular attention to two (2) site checks per shift.

Uses - Feeding Pumps; PCA Pumps/Epidural Pumps; Auto-Transfuser; CPM Machine; Pediatric C-R Monitor; assorted types of Traction (example: Overbed Frame, Bucks); Hemovac, JP Drains, T-tube

Prepares and Performs Discharge Teaching

Performs transfers to extended care facility utilizing Transfer Form, which must be signed by the Physician

Performs transfers to other acute care facilities ensuring all transfer consents and copies of the record are completed

Performs teaching (example: diabetic, cardiac, post-op, pre-op)

Coordinates inhalation services, oxygen maintenance, oximetry

Performs same day care extended stay discharge

Performs AMA discharge per policy, including general tracking report as well as Events Report

Acknowledges all MD/DO/AHP Orders and maintains Kardex and MAR accurately

Documents interventions not limited to initial patient problems identified on admission

Maintains acuity forms for the supervisor

Maintains integrity of crash cart

Performs blood/blood product administration

Provides a concise change of shift report and taped report of each patient before going off duty

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MAJOR TASKS, DUTIES AND RESPONSIBILITIES ADDENDUM:

Appropriately notifies supervisor and/or nurse manager of patient related issues with particular attention to safety.