



NORTHERN ROCKIES MEDICAL CENTER
802 2nd Street SE
Cut Bank, MT 59427

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|---------------------------|--------------------------|
| Department: Acute | Reports to: CNO |
| Position: RN | |
| | Department Head: |
| Effective Date: 04/06 | HR: |
| Revised Date(s): 04/01/08 | Hours: Flexible |
| | OSHA Exposure Category-I |

Purpose: To have a written summary of all the responsibilities required of the Registered Nurse.

Policy: The RN must be able to fulfill the responsibilities outlined below.

Position Summary: Responsible for providing professional nursing care including but not limited to assessments, implementing and evaluating care plans of all patients.

Description of Essential Functions:

- Must arrive 15 minutes early to scheduled shift ensuring preparedness for patient load.
- Adheres to the code of professional nursing and maintaining current, thorough knowledge of nursing practices and procedures.
- Maintain neatness, well groomed and good personal hygiene.
- Maintains current MT license, CPR certification, as well as all other required certifications or licenses.
- Obtains appropriate authorizations and consents for treatments.
- Thoroughly and accurately assesses initial and on-going data pertinent to patient care; communicating assessment to practitioner.
- Maintains patient confidentiality and displays respect for patient dignity at all times.
- Provides accurate, complete, legible and timely documentation of all nursing procedures in the medical record, utilizing appropriate reporting mechanisms, as required by law.
- Provides appropriate and sufficient information to allow patients and their significant others to participate in the patient's care.
- Provides appropriate educational resources to the patient/family as requested or needed.
- Administers routine immunizations, therapeutic injections and skin tests, maintain appropriate and accurate documentation.
- Performs blood pressure checks and counseling and informing practitioner of unusual changes; documenting any hypertensive meds.
- Performs routine treatments, to include but not limited to: inhalation therapy, catheterization, dressing changes and other procedures within the scope of nursing practice and as ordered by the practitioner.
- Performs venipunctures and monitors IV therapy.
- Assists with emergencies as needed.

- Handles and disposes of bio-hazardous infectious waste according to current policies and guidelines.
- Complies with all infection control and safety procedures.
- Performs daily and weekly environmental cleaning and equipment quality control and maintenance as required.
- Orders supplies from Central Supply and Purchasing.
- Ensures emergent medications and IV trays are properly stocked and maintained.
- Performs monthly medication inventory checks for outdated medications and supplies.
- Participates in and obtains continuing education classes and programs consistent with the level and area of practice.
- Assists with the orientation of new personnel.
- Will be orientated to OR and required to take OR call as assigned.
- **Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

WORK ENVIRONMENT: Regularly exposed to the risks of bloodborne and airborne diseases. Contact with patients in a wide variety of circumstances. Exposed to noise, chemicals, communicable diseases, and hazardous materials. Wears personal protective equipment as required.

DRESS CODE: Complies with hospital and department dress code. Wears name badge with job title and credentials clearly visible.

Qualifications:

1. Graduate of an RN program from an accredited school of Nursing
2. Current MT License
3. Current CPR certification
4. Requires repetitive, bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs.
5. Must be able to read and write English fluently.
6. Must be able to clearly and accurately communicate with nursing, physicians, administration and public
7. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ACCEPT THE RESPONSIBILITIES AS OUTLINED. I KNOW OF NO REASON THAT WILL KEEP ME FROM PERFORMING THE DUTIES AS DESCRIBED WITHOUT REASONABLE ACCOMMODATIONS BEING MADE BY NRMC. I AGREE TO INFORM MY SUPERVISOR IMMEDIATELY IF I AM UNABLE TO PERFORM AS EXPECTED.

SIGNED: _____ DATE: _____