

Registered Nurse, Surgical

JOB DESCRIPTION

Job Title: Registered Nurse

Division: Patient Services

Department: Surgical

Reports To: Nurse Manager or Designee

Revision Date: _____

Original Date of Hire: _____

Change of Status Date: _____

ACKNOWLEDGEMENTS

Employee Name: _____

Employee Signature: _____

Date: _____

MISSION STATEMENT

GRMC is dedicated to improving the health of the communities we serve. We are committed to being a center of excellence for patient care and specialty services in Guam; the hub of a regional healthcare network extending to various jurisdictions of the Micronesia Region; a facility for building capacity and enlarging the pool of medical and allied medical professionals through training and research; and a model of care which engages patients as empowered and definitive partners in their health status and outcomes.

BASIC PURPOSE OF THE JOB

Manages individualized, goal directed nursing care through use of the nursing process and the principles of primary nursing in accordance with departmental and hospital policies and procedures.

CONTACTS

Supervises

☒ No supervisor responsibilities

_____ Approximate number of direct reports

_____ Approximate number of indirect reports

Age of Patient Populations Served
(check all that apply)

☐ Neonates (1 – 30 days)

☐ Infants (31 days – 1 year)

☐ Children (2 – 12 years)

☐ Adolescents (13 – 18 years)

☒ Adults (19 – 70 years)

☒ Geriatrics (70+ years)

☐ No patient contact

Internal Contacts
(check all that apply)

☒ Patients

☒ Providers (i.e. physicians)

☒ Staff (i.e. clinical and admin support staff)

☒ Volunteers

☐ Others: _____

External Contacts (check all that apply)	<input checked="" type="checkbox"/>	Patients
	<input checked="" type="checkbox"/>	Providers
	<input checked="" type="checkbox"/>	Vendors
	<input checked="" type="checkbox"/>	Community agencies and advocates
	<input checked="" type="checkbox"/>	Regulatory agencies
	<input type="checkbox"/>	Others: _____

OVERTIME STATUS

<input type="checkbox"/> Exempt (salaried – not eligible for overtime)	<input checked="" type="checkbox"/> Nonexempt (hourly – eligible for overtime)
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JOB REQUIREMENTS

Minimum Education	▪ Graduate of an accredited school of Nursing
Minimum Work Experience	▪ Minimum of 2 years of nursing in experience.
Required Licenses / Certifications	▪ Current Registered Nurse license from the Territory of Guam ▪ Current Healthcare Provider BLS Certification
Required Skills, Knowledge and Abilities	▪ Demonstrated proficiency in acute care nursing, knowledge and skills.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift.

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

		Number of Hours				
		6 – 8	4 – 6	2 – 4	1 – 2	None
General Activity	Stand / Walk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Up to 1/3 of time	1/3 or more of time			
Motion	Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Crawl	<input type="checkbox"/>	<input type="checkbox"/>			
	Climb	<input type="checkbox"/>	<input type="checkbox"/>			
	Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Lift	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Push	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
		Gross Motor Function		Precise Motor Function (Or Fine Manipulation)		
Use of Hands / Feet	Right Hand	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Left Hand	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Right Foot	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
	Left Foot	<input checked="" type="checkbox"/>		<input type="checkbox"/>		

		Up to 1/3 of time	1/3 or more of time
Weight Lifted / Force Exerted	Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>
Show how much weight or force and how often by checking the appropriate boxes.	Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>
	Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>
	Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>
	More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Body Fluid Exposure	<input checked="" type="checkbox"/> Yes		
	<input type="checkbox"/> No		

List any other physical requirements: ■

MENTAL AND EMOTIONAL REQUIREMENTS

Indicate the mental and emotional activities required of this job in the course of a normal shift (check all that apply).

- ☒ Handles multiples priorities
- ☒ Independent discretion / decision making
- ☒ Makes decisions under pressure
- ☒ Manages anger / fear / hostility
- ☒ Manages stress appropriately
- ☒ Works alone effectively
- ☒ Works in close proximity to others and / or in a distracting environment
- ☒ Works with others effectively

ESSENTIAL FUNCTIONS

Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Following are the essential functions of the job, along with the corresponding performance standards.

- 1. Assesses and diagnoses patient and family needs in order to provide quality care to assigned patients**
 - a. Performs admission assessment within eight hours of admission or in accordance with specific unit standards.
 - b. Identifies and documents patient's plan of care within eight hours of admission.
 - c. Identifies and documents patient/family/significant other teaching needs upon admission.
 - d. Identifies discharge planning needs of patient/family/significant other on admission.
- 2. Develops, discusses and communicates a plan of care for each patient, in collaboration with each patient/family/significant other in order to address all identified needs.**
 - a. Plan of care will include interventions, 24-hour outcomes and discharge outcomes for each identified problem.
 - b. Develops patient/family/significant other teaching and discharge plan as per unit standard.
- 3. Demonstrates the skills and judgment necessary to implement medical plan of care, nursing interventions and procedures as necessary for the care of the patient.**
 - a. Demonstrates knowledge of hospital policies and procedures for administering, transcribing and recording medications.
 - b. Demonstrates knowledge of commonly used meds: action, dose, and side effects.
 - c. Observes five R's for administering meds: right patient, right drug, right dose, right method and right time.
 - d. Demonstrates proper procedures in all methods of medication administration.
 - e. Administers blood and blood products following hospital policy and procedures.
 - f. Initiates and maintains IV access according to hospital policy and procedures.
 - g. Demonstrates knowledge of hospital policies and procedures for Pyxis stations.
- 4. Evaluates the identified problems, care provided and patient's responses are reassessed in order to meet patient and family needs to ensure overall quality of care delivered.**
 - a. Reassessment of plan of care is done within 24 hours and ongoing, until outcomes are met or discharge.
 - b. Assesses the patient/significant other's response to teaching plan in order to evaluate the effectiveness of the plan.
 - c. Based on reassessment, plan of care will remain the same or be modified to meet the patient/significant other's identified needs.

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- 5. Maintains up-to-date and accurate documentation of nursing care provided to ensure the integration of information for use by the healthcare team, to ensure quality care.**
 - a. Each identified problem must be addressed every 24 hours.
 - b. Nursing documentation is reflected in the Integrated Progress Notes with an entry made at least every 24 hours per standard and when reassessment of the patient requires.
 - c. Nursing Rounds reports reflect current plan for the patient and shift updates.
 - d. Flow sheets must be accurate and signed with name and title each shift.
 - e. Medication administration record must reflect full signature and title of nurse administering med, time given, reason for omission, and site for injection (if applicable).
 - f. Discharge plan accurately reflects patient and/or significant other's ability to manage care after discharge. Referrals are made based on identified needs.
 - g. Interagency communication referral forms are complete and accurate.
 - 6. Maintains current knowledge/certification/licensure per hospital policy. Pursues professional growth and development.**
 - a. Practices within legal boundaries of nurse practice act and according to hospital policy and procedures.
 - b. Attends Hospital sponsored training programs as required by department.
 - c. Maintains CPR certification.
 - 7. Functions as a role model for current and new staff.**
 - a. Facilitates problem resolution among peers as observed by Nurse Manager and peers.
 - b. Demonstrates a constructive approach during all interactions with staff and nurse manager toward the organization.
 - 8. Performs all responsibilities/duties required by the SIC Unit/Critical Care Division as defined in the scope of service to ensure that the unique nature of the client is addressed.**
 - a. Properly demonstrates the ability to care for a patient with hemodynamic monitoring including insertion, monitoring, interpretation, and care of the catheter.
 - b. Demonstrates the ability to titrate intravenous medications according to the patient's hemodynamic status.
 - c. Demonstrates the ability to care for the patient with continuous cardiac monitoring including rhythm identification, interpretation and follow through with appropriate intervention.
 - d. Demonstrates the ability to care for a ventilated patient.
 - e. Demonstrates the ability to care for the patient with ICP monitoring including monitoring interpretation, and follow through with appropriate intervention.
 - f. Pediatrics: Cares for the critically ill pediatric patient utilizing the policies and procedures as per the Critical Care Policy and Procedure Manual.
 - g. Demonstrates the ability to care for the patient with a temporary pacemaker including insertion, monitoring and interpretation of rhythm and care of the catheter.
 - h. Demonstrates the ability to care for the patient receiving thrombolytic protocol.
 - 9. Attends all required Safety Training programs and can describe his/her responsibilities related to general safety, department/service safety, specific job-related hazards.**
 - a. Completes Mandatory Education Self-Learning Packet.
 - b. Operates assigned equipment and performs all procedures in a safe manner as instructed.
 - c. Maintains work area and equipment in condition required by department standards.
 - d. Demonstrates proper body mechanics in all functions.
 - 10. Follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens.**
 - a. Demonstrates knowledge of techniques, procedures and correct use of protective barrier equipment.
 - b. Ensures a safe environment by instituting appropriate control measures.
 - 11. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.**
 - a. Interacts with all of the above in a considerate, helpful and courteous manner as observed by manager and peers.
 - b. Fosters mature professional relationships with fellow employees in a courteous, friendly manner as measured by management observation and peer input.
 - c. Maintains professional composure and confidence during stressful situations.
 - d. Conducts all work activities with respect for rights and wishes of patients, visitors, families and fellow employees.
 - e. Maintains confidentiality of all hospital and patient information at all times as observed by peers and management.

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- f. Presents neat appearance in proper attire and identification as required by the position, department, and hospital policy.
 - g. Continuously displays a positive attitude within the department and across departmental lines to contribute to the overall customer service program in place at that hospital.

12. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

- a. Participates in staff meetings as determined by Nurse Manager.
- b. Supports the Hospital's mission, policies and procedures through attendance and participation at committee meetings, if applicable.
- c. Utilizes automated system to communicate inter and intra departmentally, as appropriate.
- d. Completes work assignments on time/readily accepts assignments as observed by Nurse Manager.
- e. Reports to work on time and is at work as scheduled, as observed by Nurse Manager.

NONESSENTIAL FUNCTIONS

Nonessential functions are those tasks, duties, and responsibilities that are not critical to the performance of the job. Following are the nonessential functions of the job, along with the corresponding performance standards.

1. Assumes all other duties and responsibilities as necessary.

- a. Demonstrates willingness to identify and/or assume activities relative to the developmental needs of the unit and the nursing department.
- b. Demonstrates dependability/flexibility in meeting scheduling needs of the unit and hospital.
- c. Accepts assignment as preceptor for new staff.

ORGANIZATIONAL COMPETENCIES

Following are the organizational competencies and corresponding performance standards for all employees in the organization. Indicate how the employee performed relative to these standards by checking the appropriate boxes.

SERVICE: The extent to which an employee demonstrates an understanding of the department's service standards and strives to achieve them, treats patients and families with dignity, compassion and respect at all times, and demonstrates courtesy in interactions with members of all departments and disciplines within the hospital.

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- Consistently holds self and others accountable for meeting patient/customer service standards.
 - Anticipates service needs and proactively resolves issues.
 - Thoroughly pursues patient/customer issues.
 - Creates patient/customer service experiences that heighten the overall perception of the hospital as a premier healthcare provider.
 - Consistently holds self-accountable for meeting patient/customer service standards.
 - Consistently delivers on patient/customer complaints.
 - Follows policies and procedures that guide and support the provision of services.

TEAMWORK: The extent to which an employee acts as a cohesive member of a work team and demonstrates appropriate interactions with all hospital service providers.

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- Promotes collaborative work relationships and influences others to work collaboratively.
 - Decisions and actions are based on consensus after considering the perspectives of other team members.
 - Consistently uses effective interpersonal skills.
 - Works collaboratively with others inside and outside the department.
 - Understands needs of patients, customers, and staff, and works with others to meet those needs.
 - Maintains positive working relationship with others.

COMMUNICATION: Fosters an environment that nurtures collaboration, teamwork, and mutual respect through effective communication. Demonstrates positive communication skills evidenced by effective working relationships.

- Acts as a role model for other staff when articulating information and perspectives.
 - Anticipates needed information and updates by proactively communicating to managers, colleagues, and customers.
 - Actively listens to others' perspectives in communications and encourages others to do so.
 - Consistently articulates information and perspectives clearly and concisely.
 - Provides managers, colleagues, and customers with necessary information and updates in a timely manner.
 - Handles conflicts well.
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RESPECT FOR OTHERS: Takes actions that indicate a consideration for others and being aware of the impact of one's behavior on others, demonstrates respect for diverse backgrounds of all patients, families, and coworkers, and seeks accommodations.

- Bases decisions and actions on thorough understanding of perspectives of others.
 - Finds collaborative solutions to conflicts and facilitates prompt assistance.
 - Promotes nonjudgmental approach in delivery of services and carrying out actions.
 - Invites and values the input and views of others, reacting nondefensively to inquiry and challenges.
 - Considers the needs of others when communicating and carrying out actions.
 - Examines the facts before judging the actions of others.
 - Actively listens and considers the needs of others in interactions and service delivery.
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TIME AND PRIORITY MANAGEMENT: Optimizes use of time by efficiently using resources to identify barriers and balance priorities. Efficiently utilizes tools, resources, techniques, and/or systems to organize tasks. Balances multiple priorities simultaneously, ensuring the timely and accurate completion of each task while maintaining quality standards.

- Consistently optimizes time efficiently and effectively and serves as a role model/resource for others.
 - Consistently utilizes appropriate tools, techniques, and resources/systems to achieve maximum results and teaches others to do so.
 - Is viewed as a resource within the department when dealing with issues of systems and resources and accomplishing tasks in the most efficient and effective ways.
 - Has sound working knowledge of systems and resources and is able to complete tasks in an effective and time-sensitive way.
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STANDARDS OF EMPLOYMENT: All employees must meet the following standards.

- Attends all mandatory education programs and can describe his or her responsibilities related to general safety and regulatory compliance.
- Attends all required department-specific education and training programs and can describe his or her responsibilities related to department safety and specific job related hazards.
- Follows the hospital exposure control plans/bloodborne and airborne pathogens.
- Attire is professional, neat, clean, and appropriate for the work environment.
- Wears proper identification while on duty.
- Maintains confidentiality of all hospital and patient information at all times, as observed by peers and management.
- Reports to work on time and meets acceptable standard for attendance.
- Attends a minimum of two staff meetings, reads minutes for all staff meetings, and participates in committees as required