

ROSEBUD HEALTH CARE CENTER  
POSITION DESCRIPTION/ANNUAL EVALUATION

Department Name/Number	Position Title	Reports To
Hospital 6100	<b>Registered Nurse</b>	Director of Nursing
<b>Written or Revised: 05/2017</b>	<b>Supervisor Signature/Date:</b>	
<b>Position Grade: 44B</b>	<b>Administration Signature/Date:</b>	
<b>Status: Non-Exempt</b>	<b>Human Resources Signature/Date:</b>	

<b>Employee Name:</b>
Hire Date: _____ Evaluation Due in Human Resources on: _____
Reason for Evaluation: 6 Month _____ Annual _____ Special _____

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POSITION SUMMARY STATEMENT:** (in 1 or 2 sentences, describe why the job exists)

In this position, the **Registered Nurse** provides primary nursing care to patients served by Rosebud Health Care Center in accordance with current federal, state and local standards governing acute care facilities. The Registered Nurse, through care, counseling and curative measures, is responsible for ensuring that the patient has adequate information to make health decisions, coordination of total care and assisting the patient in reaching the ultimate goal of self-care in order to support health, life, and the quality of life.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide nursing care in compliance with the Montana Nurse Practice Act.
2. Conduct the daily primary nursing care of patient admitted to and cared for in the hospital, including ICU and the ER.
3. Implement the nursing process for patient care, which includes assessment, diagnoses, planning, implementation, and evaluation of the patient's response to the nursing care plan.
4. Provide compassionate patient care in a safe environment.
5. Carry out hospital and ER admissions, discharges, and transfer of patients, with and without business office personnel.
6. Review, transcribe, and implement all physician orders. Perform daily chart checks to minimize transcription errors, missed orders, etc.
7. Provide education and teaching to patients regarding their illness, injury, condition, medications, treatments and home care. Document same.
8. Accurately prepare and administer medications and treatments, and document same. This includes oral medications, subcutaneous, intramuscular, intradermal injections, and intravenous therapy. Monitor current supply of medications and contact consulting pharmacist regarding needed medications.
9. Consistently counts and administers narcotics/controlled substances per hospital policy.
10. Supervise unlicensed assistive personnel. Provide appropriate patient care assignments to UAPs.
11. Schedule procedures (such as lesion removals, sigmoidoscopy, etc.) and assist physicians with procedures.
12. Observe all established procedures and policies. Assist with updating nursing policy and procedure manual. Annually review Policy and Procedure manual.

13. Assist in orienting new RNs and notify Director of Nursing of any issues.
14. Supervise and assist with orientation of new personnel to the hospital. Notify Director of Nursing of any issues.
15. Complete necessary documentation, including nurses' notes (including nursing assessments, medications and treatments, and patient activities of daily living for the shift), note physician orders, admission nursing assessment, teaching record, discharge planning, care plan, and discharge instructions. For Emergency Room: nursing assessment, care and treatment received, and discharge instructions.
16. Restock supplies used on the hospital floor and emergency department.
17. Complete ACLS and CPR certification every two years, with PALS and TNCC recommended. Completion of a basic rhythm recognition course is strongly encouraged within 3 months of hire. Attend monthly nurses' meetings and mandatory in-services.
18. Answer facility phone when business office is closed.
19. Maintain patient confidentiality, including safeguarding the medical record.
20. Consistently gives report to on-coming nurse in a timely, accurate, and concise manner. Ensure CNAs know pertinent information to safely care for patients.
21. Notifies provider of changes in patient condition, medication errors, medications not available, abnormal labs/radiology results, and any other unusual observations.
22. Recognize signs and symptoms of abuse. Knowledgeable of abuse policy and reporting procedure. Initiate investigation of possible abuse and implement appropriate action with staff as necessary to protect the patient. Notify Director of Nursing as soon as possible if abuse is suspected.
23. Independently intervene in other situations that may affect patient safety and implement appropriate action with staff as stated above.
24. Attempt to replace call-ins of RNs and CNAs.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

**Education, Experience and Licensure/Certification Requirements:** Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

1. Must be a Registered Nurse (RN) in good standing with the State Board of Nursing and currently licensed by the State of Montana.
2. Previous experience in a hospital with emergency room experience is desired.
3. Graduate of an accredited School of Nursing
4. Certification in Basic Life Support
5. Possess positive outlook with the goal to provide high quality patient care and customer satisfaction to patients, families, physicians and co-workers
6. Ability to communicate effectively and diplomatically within a multi-functional team
7. Strong organizational skills and attention to detail
8. Certification completion of TNCC, PALS, ACLS within first year after hire.

- 9. Ability to successfully function in a fast paced, service oriented environment. Be able to work with minimal supervision
- 10. Experience in understanding and usage of computers and ability to learn new programs

**Reporting Relationship:** Director of Nursing (Hospital)

**Employees Supervised:** Unlicensed Hospital Staff

**Physical Demands**

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

- Occasionally 0-33% of the work shift
- Frequently 34-66% of the work shift
- Constantly 67-100% of the work shift
- N/A Not Applicable for this position

<b>Physical Factors</b>	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing (Computer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual Acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Environmental Factors**

Exposure to Weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Bloodborne Pathogens** Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

**Protective Equipment** Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection     Gloves     Goggles     Safety Glasses     Face Shields
- Face Masks-Surgical, N95, Respirator     Moisture Resistant-Gown/Lab Coat

**I have read and understand the above job description. I hereby certify that I am qualified and able to perform all the above functions, duties and physical demands. I will perform this job to the best of my ability.**

Name \_\_\_\_\_

Date \_\_\_\_\_

# PERFORMANCE EVALUATION

Employee Name: \_\_\_\_\_ Position: RN

Department: HOSPITAL

Evaluated By: \_\_\_\_\_ Position: DON

Period of Review: \_\_\_\_\_ to: \_\_\_\_\_

## PART ONE: ESSENTIAL JOB FUNCTIONS

These are five Essential Functions/Duties/Responsibilities on which the employee is to be evaluated for the job description assigned. Provide a written description of the performance demonstrated and write the performance level achieved by the employee, based on the scale described below, in the final column.

### PERFORMANCE LEVELS

- 5 Exceeds all requirements      4 Exceeds many requirements      3 Meets normal requirements  
2 Improvement is needed to meet normal requirements      1 Fails to meet requirements

1. **Duty/Responsibility:** Conducts daily nursing care of patients admitted to hospital and ED. Implements the nursing process for patient care. Provides patient care in a safe environment.

**Performance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Duty/Responsibility:** Review, transcribe, and implement provider orders. Completes necessary documentation for hospital and ED patients. Registers patient appropriately in system.

**Performance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Duty/Responsibility:** Provides education and teaching to patients regarding their illness, medications, treatments, home care. Maintains education and attends meetings.

**Performance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Duty/Responsibility:** Accurately prepare and administer medications and treatments and document.

**Performance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Duty/Responsibility:** Supervise/assist with the orientation of new nurses and CNAs. Reports issues to DON as needed. Notifies provider of changes in patient condition/abnormal lab values.

**Performance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL SCORE:**

**PART TWO - GENERAL PERFORMANCE FACTORS**

The following performance factors tend to reinforce the performance level identified in Part One. Provide a written description of the performance demonstrated and write the performance level achieved by the employee, based on the scale described below, in the final column.

**PERFORMANCE LEVELS**

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| 5 Exceeds all requirements                          | 4 Exceeds many requirements | 3 Meets normal requirements  |
| 2 Improvement is needed to meet normal requirements |                             | 1 Fails to meet requirements |

1. **Job Knowledge and Skills:** Possesses required knowledge and skills in functional field.

Remarks: \_\_\_\_\_

\_\_\_\_\_

2. **Job Knowledge and Skills:** Follows established procedures performing job functions.

Remarks: \_\_\_\_\_

\_\_\_\_\_

3. **Job Productivity:** Completes position responsibilities following established guidelines within an appropriate time frame.

Remarks: \_\_\_\_\_

\_\_\_\_\_

4. **Work Ethic:** When assigned work is complete, seeks additional tasks to be done.

Remarks: \_\_\_\_\_

\_\_\_\_\_

5. **Quality of Work:** Ensures accuracy and completeness of work performed.

Remarks: \_\_\_\_\_

\_\_\_\_\_

6. **Initiative:** Ability to originate / develop / implement constructive ideas and solutions to problems.

Remarks: \_\_\_\_\_

\_\_\_\_\_

7. **Dependability:** To what extent can he/she be counted on to fulfill responsibilities?

Remarks: \_\_\_\_\_

\_\_\_\_\_

8. **Judgment/Decision-Making:** Ability to analyze situations and arrive at logical, practical decisions.

Remarks: \_\_\_\_\_

9. **Communication Skills:** Provides oral or written information in a clear, concise manner.

Remarks: \_\_\_\_\_

10. **Communication Skills:** Channels concerns appropriately, deals with conflict appropriately and privately.

Remarks: \_\_\_\_\_

11. **Teamwork:** Exercises tact, courtesy, and flexibility in relationships with others and enhances task accomplishment through positive supporting cooperation.

Remarks: \_\_\_\_\_

12. **Ethics and Integrity:** Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.

Remarks: \_\_\_\_\_

13. **Ethics and Integrity:** Maintains confidentiality of patient and employee information in verbal, written and electronic information.

Remarks: \_\_\_\_\_

14. **Attitude:** Consistently displays behavior that enhances the image of the organization.

Remarks: \_\_\_\_\_

15. **Education/Development:** Attends department staff meetings, in-service programs, and completes Silver Chair Learning assignments on a regular basis.

95-100% = 5    85-95% = 4    80-85% = 3    70-80% = 2    Below 70% = 1

Remarks: \_\_\_\_\_

16. **Attendance/Reliability:** Absence/Tardy occurrences are within policy guidelines:

90 day: Perfect Attendance = 5

1 or less day = 3

2 days = 1

3 days = possible termination

Annual: Perfect Attendance = 5

2 or less days = 3

3 - 5 days = 2

6 or more days = possible termination

Remarks: \_\_\_\_\_

**TOTAL SCORE:**

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**PART THREE - DETERMINING THE OVERALL EVALUATION**

Add the Total Scores of the performance level for each criteria in Parts One and Two.  
Divide the Total Scores from Parts One and Two by the total number of criteria (21) to determine the average or Overall Evaluation Score.  
Indicate the Overall Evaluation Score here: \_\_\_\_\_

**Strengths/Accomplishments:** List areas of job performed well during the past year

**Goals for coming year:**

**Skills Improvement/Performance Improvement Plan**

List areas for improvement and identify resources available or needed to attain improvement

**Manager/Supervisor Comments**

**Manager/Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign on the line below to indicate that you have had an opportunity to review and discuss your performance evaluation with your supervisor. Your signature will also indicate that you are aware of and have discussed the Performance Improvement Plan which has been established and will be reviewed in your next performance evaluation.

**Employee's Comments:**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your signature does not indicate that you agree with the performance evaluation.

**SUPERVISOR: PLEASE RETAIN A COPY OF THIS APPRAISAL FOR YOUR RECORDS**