

**Black River Memorial Hospital**  
JOB DESCRIPTION

<b>Job Title:</b> Flex Pool Registered Nurse (RN)	<b>Employee Name:</b>
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<b>Created on:</b> 09/29/21	<b>Department:</b> Med-Surg	<b>Pay Type:</b> Non-Exempt
<b>Reports To:</b> Med-Surg Director	<b>Reviewed on:</b>	<b>Revised:</b>

<b>Essential Duties and Responsibilities:</b> The flex RN would be required to staff various departments including OB, ER, OR, Medical Surgical, and Infusion based on the organizational needs. Provides nursing care and service in accordance the Nurse Practice Act, current laws and regulations and under the direction of medical staff. Follows the individualized plan of care for each patient in order to achieve the highest practicable level of physical and mental well-being for each patient in compliance with current nursing standards of care and practice and medical standards of care, federal, state regulations, and Black River Memorial policy and procedure. Utilizes the nursing process in the execution of general nursing procedures in the maintenance of health, prevention of illness or care of the ill through the performance of assessment, planning, intervention and evaluation.
1. Provides direct patient care.
2. Transfers patients between bed, chairs, commode, and transfer devices.
3. Positions patient/equipment, monitors vitals, performs dressing, changes linens, and assists with bathing.
4. Performs all required paperwork and communicates with patient care staff, patients, and families.
5. Operates computer and communication devices.
6. Prepares and sets up or removes ancillary equipment.
7. Dispenses medications, hangs IVs, and retrieves/stores supplies.
8. Provides patient care in urgent/emergent situations.
9. Performs CPR on patients during code before arrival of additional team members.
10. Sets goals and priorities for the care and treatment of each patient.
11. Implements the planned interventions specific to each patient following the individual patient plan of care.
12. Carries out the interventions in person or delegates to appropriate personnel.
13. Evaluates the planned care for each patient continually by evaluating progress toward specific goals and making modifications to the plan of care assuring that the plan of care is always current.
14. Consults with the physician/surgeon and recognize when a delegated act may harm a patient.
15. Develops and make revisions to the patient plan of care upon admission, and throughout the stay of each patient, as the needs of the patient changes.
16. Identifies change in condition and immediately responds by instituting the nursing process of assessment, planning, intervention and evaluation.
17. Reinforces the teaching provided by physician/surgeon and provides basic health care instructions to patients and documents such.
18. Participates with other health team members in meeting patient need.
19. Administers prescribed medications as per the orders of the physician. Monitors for effectiveness and documents intervention results within one hour of intervention.
20. Provides progress reports to physician/surgeon as needed to make necessary changes to patient plan of care.
21. Notifies patient, family and/or POA-HC, guardian of changes in condition.
22. Investigates injuries of unknown origin, allegations of abuse, neglect, or misappropriation according to policy guidelines.
23. Notifies Department Director, as needed and as per protocol regarding patient care issues.

24. Ensures competency of job assignments by attending staff meetings, continuing education, and completing competency tasks as assigned by the Department Director or designee.
25. Orders, interprets, and evaluates diagnostic test to identify and assess patient's condition
26. Instructs individuals, families, or other groups on topics such as health education, disease prevention, medication side effects, or discharge instruction; documents in nursing note by the end of each shift the education and teach back.
27. Adheres to our mission, vision, values, and standards of conduct.
28. Understands and adheres to Black River Memorial Hospital's compliance and HIPAA standards.
29. Follows the hospital's attendance policy.
<b>Additional Duties</b>
30. Performs other duties as assigned or as opportunities arise.

## Departments:

### ➤ Medical Surgical:

- Promotes a culture of safety for patients and employees through proper identification, reporting, and documentation.
- Maintains competency and knowledge of current standards of practice, trends and developments in the medical-surgical nursing realm.
- Participates in on-going quality initiatives.
- Provides patient comfort by participating in Hourly Rounding with a Purpose, transporting patients, answering call lights and requests; with documentation of hourly rounding.
- Uses nursing process to provide all levels of patient care.
- Completes admission process and required documentation within a timely manner.
- Utilize critical thinking skills when assessing and performing interventions in patient care.
- Initiates medical emergency response team on own and in conjunction with the house supervisor.
- Assists with departmental checklists for the current day and month.
- Assist with staffing in times of influx.
- Updates job knowledge by participating in educational opportunities; attending staff meetings on a regular basis with minimal attendance calling into the meeting with (obtaining and reading meeting minutes and completing the post meeting questionnaire/quiz within the month of assignment.), special meetings, and completing competency tasks as assigned by the department manager(s). PRN staff are encouraged to attend meetings but will be held to or obtaining and reading meeting minutes and completing the post meeting questionnaire/quiz), special meetings, and completing competency tasks as assigned within the month of assignment.
- Care for specimens and cultures.
- Attends quarterly critical thinking/ mock code scenario each quarter. (don't currently doing this, but looking at in the future)
- Proactively seeks recertification prior to expiration.
- Performs shift assessment on all patients assigned to staff member.
- Preps patients for OR procedures.
- Recovers patients from surgery including emergency surgeries and properly documents.
- Assists and takes care of patients from the infusion clinic after hours and properly documents.
- Places charges appropriately for each patient by the end of each shift.

➤ Surgical Services:

- Perform pre-operative interviews.
- Educate patients regarding post-operative care.
- Routinely evaluates equipment/supply needs in the department and participates in restocking supplies.
- Prep patient charts to assure labs, x-rays, history and physicals, consents, etc. are complete.
- Assist with evaluation of staffing needs and communication of these needs to surgery manager to ensure adequate staffing based on scheduled cases.
- Position patient, prepare operative area, and adjust table to proper position.
- Open all sterile packs and supplies with an aseptic technique.
- Maintain surgical counts (i.e.; sponge, needle and instruments) to account for all items according to present policy.
- Care for specimens and cultures.
- Accompany patient to ambulatory care and hand off to receiving nurse on the patient's status/procedure to ensure continuation of care.
- Follow AORN Perioperative Standards and Black River Memorial policies and procedures.
- Remain flexible in a constantly changing profession.
- Monitor patient's vital signs, breathing, alertness, awareness following the surgical procedure.
- Implement a plan of care in PACU to manage the patient from various anesthetics (General, MAC, Regional, and Local), positioning, thermal sources and extraneous objects.
- Post-operatively, record all appropriate information on the patient chart.
- Ensure sterility of the field and taking corrective actions as needed; and sterilization of instruments/equipment.
- Assist with post procedural cleaning of the operating/procedure room in preparation for subsequent patients.
- Participate in ongoing education/competency verification activities.

➤ Emergency:

- Complete triage in an accurate and timely manner.
- Utilize critical thinking skills especially during stressful situations.
- Perform Advanced Trauma and Cardiac Assessments.
- Initiate Medical Emergency process without supervision.
- Delegate to Paramedics, EMTs, and ED techs within their scope of practice as comfortable.

➤ Obstetrics:

- Complete initial nursing histories, assesses patients' conditions and develops individual plan of care for patients assigned to the unit.
- Demonstrate organizational skills and effective use of time.
- Provide direct patient care, evaluate outcome, consult with other specialists as required and adjust nursing care processes as indicated to ensure optimal patient care.
- Ability to care for patients in multiple aspects of care which include but not limited to the following situations:
  - Initiate intravenous therapy and use of infusion pumps.
  - Participate in medication administration to include scheduled, high risk medications, and emergency administration.
  - Assist with vacuum extractor and/or forceps deliveries.
  - Participate in cesarean sections.
  - Care for postpartum mom/newborn couplet to include breastfeeding assistance.

- Assess condition of the newborn and recognizes situations of heightened surveillance or situations that require a higher level of care (transfer).
- Perform neonatal resuscitation within scope of practice.
- Promote patient/client education and involves the patient and significant others in implementation of health goals.
- Demonstrate proficiency in regards to the computer documentation of patient cares and any other related computerized patient information/documentation.
- Actively participate in developing own professional goals. Complete all required education, audits, and in-services in allotted time frame.

**Educational Qualifications:**

- Bachelor of Science, Associates degree in Nursing or Diploma RN. BSN preferred.
- BLS and ACLS within 1- year.
- NRP within 6 months of hire. (OB and Resource)
- Current licensed Wisconsin RN.
- Electronic Fetal monitor Certification with 2 years of hire (OB).

**Work Relationship:**

- Reports directly to the Med/Surg Director.
- Extensive contact with patients and families.
- Works regularly with nursing staff, physicians and staff from other patient care departments.

**Working Conditions:**

- Work is performed largely in a safe hospital environment with minimal chance for personal injury.
- Frequently exposed to risk of electrical shock.
- Occasionally works near moving mechanical parts and in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of radiation.
- Regularly exposed to hazardous materials such as needle punctures, blood and body fluids, chemotherapy and biologic medications.
- The noise level in the work environment is usually moderate.

**Physical Requirements:**

- Frequently exert 10 to 25 pounds of force to move equipment and supplies.
- Occasionally exert 20 to 50 pounds of force to move equip/supplies.
- Occasionally push/pull up to 50 pounds of force to move equip/supplies, assist patients.
- Assume squat position and kneeling position to safely perform low-level work-activities and/or duties for/with patients.

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date