

Department: Nursing

Approval__HR_____ Original_____

Revised__4/18

Reviewed____

Subject: Job Description- Staff Nurse / Float Pool Nurse

JOB TITLE: Staff Nurse/ Float Pool Nurse

GENERAL SUMMARY OF DUTIES: Provides professional nursing care for inpatient clients following established standards and practices.

SUPERVISION RECEIVED:

Administrative purposes: Reports Director of Nursing.

Medical Supervision: Reports to physician, or mid-level provider.

SUPERVISION EXERCISED:

During absence of Patient Care Coordinator (PCC), may be assigned to assume day to day duties of the PCC.

May be required to supervise:

- Registered Nurses (RN)
- Licensed Practical Nurses (LPN)
- Certified Nurses Aids within the various care units

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 100 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions and sometimes irregular working hours. Requires exposure to communicable diseases and/or bodily fluids

TYPICAL WORKING CONDITIONS:

Frequent exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic environment.

JOB RELATIONSHIPS: Requires a cooperative working relationship with medical providers and support staff.

EXAMPLES OF DUTIES:

1. Provides general nursing care to patients utilizing sound nursing judgment.
2. Administers prescribed medications and treatments in accordance with medical provider directives and current nursing standards of practice.
3. Assists with preparation of equipment and aids medical provider during treatment, examination and testing of patients.
4. Screens patients for appropriate information.
5. Obtains weight and vital signs of each patient as directed and as individual patient needs dictate.
6. Instructs patients in collection of samples and tests.

7. Triage emergent patients, ensuring preferences are given in emergency situations. Assists patient to the emergency room.
8. Observes, records and reports to practitioners the patient(s) condition and reaction to drugs and treatments.
9. Assist in arranging patient testing and admission.
10. Instructs patients and family regarding medication and treatment instructions.
11. Maintains and reviews patient records, charts, and other pertinent information.
12. Ensure appropriate information is forwarded to supporting care departments at Heart of America Medical Center for transfers, surgical procedures, discharges and admissions.
13. Maintains patient rooms for necessary supplies and materials, including the restocking of treatment areas.
14. Ensures cleanliness of care areas.
15. Requisitions needed medical supplies.
16. Knowledge of supplies and equipment for proper use and care to carry out medical procedures.
17. Assists medical providers with patient education support.
18. Attends required meetings and participates in committees as requested.
19. Maintains patient confidentiality.
20. Performs related work as required.
21. Adapts to new procedures as needed.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities:

Knowledge of the principles and skills needed for nursing to provide patient care and treatment. Knowledge of examination, diagnostic and treatment room procedures. Knowledge of medical equipment and instruments to administer patient care. Knowledge of medications and their side effects of patients. Knowledge of patient education principles to develop a self care program. Knowledge of common safety hazards and recommending solutions. Skill in administering a variety of treatments and medications as directed. Skill in using various types of equipment for examinations and treatment procedures. Skill in taking vital signs. Skill in maintaining. Skill in establishing and maintaining effective working relationships with patients, medical staff and the public. Ability to maintain quality control standards. Ability to recognize problems and recommend solutions. Ability to react calmly and effectively in emergency situations. Ability to interpret, adapt guidelines and procedures. Ability to communicate clearly.

Education, Training & Experience:

1. Graduation from an accredited RN program.
2. One year medical experience is preferred.
3. Familiarity with complex medical institutions.

Certificate/License:

Possession of a valid North Dakota Registered Nurse license.
Current BLS/ACLS/PALS certification.