

**CLAIBORNE MEMORIAL MEDICAL CENTER**  
**Nursing Department**  
**Job Description**

**REGISTERED NURSE – CLAIBORNE ADDICTION RECOVERY (CARE)**

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

A staff RN plans, provides, evaluates direct and indirect nursing care to assigned patients utilizing the nursing process. Responsible for the hands-on delivery of patient care in the Senior Care Center. Uses the nursing process of assessment, planning, implementation, and evaluation. Provides, directs and guides patient teaching, discharge planning, and care planning for specific patient population served on the nursing unit. Insures high standards of professional nursing are maintained. Supervises the LPN's and MHT's as assigned. Is active in the policy planning implementation and evaluation for the program.

**GENERAL DUTIES:**

1. Support your manager and administration in the implementation of the hospital's mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums. This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies. Request clarification and guidance if needed.
9. Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

**SPECIFIC DUTIES:**

1. Adheres to the nursing program's philosophy objectives, standards, policies and procedures. Understands and complies with standards, using adult standards of care and supervises staff as appropriate in same.

2. Participates in the development, interpretation, and implementation of the nursing program's philosophy, objectives, standards, policies and procedures.
3. Understands the program schedules and program descriptions. Is able to interact with patients in groups and act as a group leader in teaching other therapeutic forums for the patients.
4. Attend and contributes feedback in staff meetings on a regular basis.
5. Utilized the nursing process in assessing, planning, providing and evaluating each patient's care. Completes nursing assessment within 8 hours of admission. Recognizes nursing care needs and priorities for nursing care as part of the initial assessment. Follows the plan of care and supervises others, evaluating response to treatment and altering interventions as indicated, documenting progress on the patient's medical record.
6. Assists in providing a safe, therapeutic environment that protects the rights of all patients served. Monitors the physical environment, taking measures to correct safety hazards, assuring a clean and home-like atmosphere. Controls voice tone and volume when interacting with patients as observed by supervisor. Displays respect and dignity when interacting with patients as observed by supervisor and lack of patient complaints. Communicates with non-judgmental statements regarding client behavior, as observed by supervisor.
7. Provides interventions in accordance with the treatment plan. Level of intervention is appropriate to behavior displayed and condition of patient. Interventions are direct, timely, non-threatening, and effective in de-escalating patient or altering behavior.
8. Develops a helping relationship with all patients served both individually in role as case manager and in groups.
  - a. Communication skills are employed so that patients demonstrate feelings of trust and rapport, and some movement toward clarifying feeling and identifying problems is apparent.
  - b. Appropriate boundaries are maintained with adult patients and an understanding of the difference between therapeutic relationships and friendships is demonstrated.
9. Assists with procedures, physical exams, laboratory tests and processing consulting requests.
  - a. Prepares patient for examination and supports the patient age appropriately prior to and during this process.
  - b. Documents procedures and patient's response.
10. Participates in Multidisciplinary Treatment Team through assisting in planning and evaluating nursing care in collaboration with team members and attending treatment planning meetings as assigned.
11. Performs and records basic patient care procedures. Monitors ADL's, including elimination, nutrition, bathing, shaving, oral hygiene and dressing. Instructs and encourages moderately functional patients in self-care and hygiene. Takes vital signs (temperature, blood pressure, respirations, pulse), collects specimens, measures and records intake and output as indicated.
12. Teaches patient and his/her family keeping age, education, and socioeconomic conditions in consideration. Considers both psychological and physical factors in assessing teaching needs. Assures that needs and responses to teaching effort are documented.
13. Contributes to discharge plan for each patient.
  - a. Recognizes individual needs for discharge makes arrangements as indicated in collaboration
  - b. Assures that patient leaves the facility with all his possessions, understands the use of any prescribed medications, and is clear on his/her follow-up appointments and care.
14. Records appropriate progress notes and other data into the patient's medical record. Documentation is thorough, descriptive, objective and follows the approved charting format.
15. Serves as a role model for courteous behavior to patients, visitors, professional staff and other hospital staff.
  - a. Communicates in a professional manner both verbally and nonverbally. This is demonstrated in dress, respect and consideration shown to others.
  - b. Arrives to work on

- time and plans time off to reflect unit and patient needs. c. Maintains approved length of lunch/supper breaks.
16. Assists in the management of other nursing personnel by providing RN Leadership and direction in accordance with program and nursing department goals and objectives.
  17. Understands acuity system and is able to apply collected data to achieve appropriate staffing ratios. Assigns staff to specific patients based on patient needs and staff expertise.
  18. Assists in providing a safe, clean and therapeutic environment.
  19. Applies restraints or imposes seclusion in an emergency situation. Seclusion and restraint are utilized only after a low level intervention has been unsuccessful. Physician is notified immediately and all documentation is completed. Physician order is obtained within one hour.
  20. Set limits on patient's behavior. Level of intervention is appropriate to behavior displayed and age of patient. The intervention is direct, timely, non-threatening, and effective in deescalating the patient or in altering behavior.
  21. Maintains confidential nature of patient and hospital information.
  22. Develops a therapeutic relationship with patients maintaining appropriate boundaries with an understanding of the difference between therapeutic relationships and friendships.
  23. Informs supervisor/unit of non-attendance before start of shift according to policy. Is present and ready to assume responsibilities at the start of each assigned shift. Sick leave usage is appropriate.
  24. Reports incidents and medication errors in a timely fashion. Implements medical plan through passing medications and intervention with physician orders. Has no more than five medication errors per running calendar year.
  25. Applies knowledge and skills regarding indication, dosage, mode of action, side effects, and contradictions in the administration of medications.
  26. Accepts the responsibility for carrying out physician's orders and for the accurate reporting and recording of the patient's symptoms, reactions and progress. Takes off all physician orders and calls appropriate consultants in a timely manner.
  27. Assumed responsibility for continuing education and professional development in mental health nursing.
  28. Is able to process referral calls. Is familiar with admission criteria and admission exclusion criteria. Capable of gathering clinical data from patients and families and relating pertinent information to physicians and other clinicians. Can perform function of routine admission paper work as needed.
  29. Performs additional job related duties as required and necessary within scope of job responsibilities including taking the initiative to complete needed tasks that are unassigned.
  30. Assumes additional duties as assigned by the Department Manager.

#### **QUALIFICATIONS:**

1. Graduate of an accredited school of nursing.
2. Required to maintain a current Registered Nurse license in Louisiana.
3. Required to maintain a current certification in BLS and CPI. ACLS preferred but not required. If certification is not current upon hire, employee will attend class within six months of hire date to obtain certification.
4. Required to complete annual restraint education.
5. Required to participate in annual Infection Prevention education.
6. Required to follow Infection Prevention guidelines (i.e., proper use of isolation precautions, proper use of PPE, etc.)

7. Required to follow all Employee Health protocols (i.e., annual TB skin test, annual flu vaccine, and annual employee physical (if maintaining insurance benefits) etc.)
8. Required to complete annual training including HEAT, OmniCell, and Ethics.
9. Required to attend all mandatory inservices including departmental meetings.
10. Required to be a role model and support person for LPN's and CNA's.
11. Required to participate in monthly PI.
12. Required to have basic computer knowledge.
13. Required to have the ability to communicate effectively in English, both written and verbally.
14. Required to pass pre-employment drug screen and random drug screens.

#### **PROFESSIONAL REQUIREMENTS:**

1. Adheres to dress code, appearance is neat and clean.
2. Completes annual education requirements.
3. Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
4. Maintains and ensures patient confidentiality at all times.
5. Reports to work on time and as scheduled, completes work within designated time.
6. Wears identification while on duty, uses computerized punch time system correctly.
7. Completes inservices and returns in a timely fashion.
8. Attends annual review and department inservices, as scheduled.
9. Attends at least 10 staff meetings annually, reads and returns all monthly staff meeting minutes.
10. Represents the organization in a positive and professional manner.
11. Actively participates in performance improvement and continuous quality improvement (CQI) activities.
12. Complies with all organizational policies regarding ethical business practices.
13. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.

#### **STAFFING/SCHEDULE:**

Schedules are provided for each department in a four (4) week time frame. Depending on needs of the department (i.e., census, employee illness, vacation requests, etc.) staff may be asked to work other shifts to cover the department with the appropriate number of staff. This includes:

1. Working shifts that are not the employee's normally scheduled shifts.
2. Working different departments that are not the employee's normally scheduled departments.
3. Working times that are not the employee's normally scheduled time (i.e., 7a – 7p, 7p – 7a).
4. Taking call for the unit – Call means that you do not report to work unless the need arises and you are notified that extra staff is called to work. Taking call means that you are available for a set time frame, normally a 12 hour shift, and that you can report to work within 30 minutes after notification, and will work the shift or until the need for extra staffing has been fulfilled.
5. If asked to work a different shift or to take call, the employee will be paid according to the facilities set shift differential and call pay rates.

#### **PHYSICAL DEMANDS:**

1. Walking and/or standing approximately 80% of the day.
2. Sitting approximately 20% of the day.
3. Must be able to lift up to 50lbs.unassisted less than 10% of the day.

4. Must have physical capabilities to withstand considerable standing, sitting, and walking as well as participation in the control and restraining of out of control patients. This may include twisting, turning, and reaching above the head and below the waist less than 10% of the day.
5. Must be able to stoop, kneel and bend daily. This may be done as many as 20 times daily, or more often.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The Registered Nurse is directly responsible to the Nurse Manager.

**DIRECT REPORTS:**

Directly supervises LPNs and Techs.

**ACCEPTANCE:**

---

**Signature**

---

**Date**