



**JOB DESCRIPTION
IDAHO ELKS REHABILITATION HOSPITAL**

JOB TITLE	Registered Nurse (Resource Nurse) (Charge Nurse)	WORK SCHEDULE	Varies, non-exempt
DEPARTMENT	Nursing	REPORTING STAFF	None
SUPERVISOR	Shift Manager	POSITION NUMBER	

This document reflects Idaho Elks Rehabilitation Hospital's best effort to describe the essential functions and essential qualifications of the position described. Nothing in this document is intended to exclude the opportunity for modifications or adjustment to the job or the manner of performing it consistent with the requirements to provide reasonable accommodation to the disabled. **With or without accommodation the essential functions must be performed.** Should you be unable to accomplish any function you may request reasonable accommodation pursuant to the American's with Disabilities Act and the Idaho Human Rights Act. If you are selected for an interview, you should present your request for reasonable accommodation accompanied by a description of how you propose to perform the essential functions.

The content of this document is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

If you have any questions regarding this information, please contact the Employee Services Office.

IERH Core Values - the performance of **all** members of the Idaho Elks Rehabilitation Hospital team is based on the following requirements:

INTEGRITY - Demonstrate our ethics by telling the truth, keeping commitments, and having the courage to always do the right thing. We respect the privacy, property, and choices of everyone.

EXCELLENCE - Work as a team and support each other to help our patients achieve the best outcomes.

RESOURCEFULNESS - Challenge ourselves to provide the best care and treatment for our patients, creating new ways to reach goals through improved techniques, flexible management, and the efficient use of resources.

HUMANITY - Provide compassionate care for all who are in need of our services regardless of race, gender, national origin, religion, or ability to pay.

POSITION STATEMENT - Describes the general, overall purpose of the position.

- Registered Nurse.
 - Ensures nursing interventions to optimize patient outcomes through the development of an individualized patient care plan.
 - Assesses, plans, implements, and evaluates nursing care and patient/family education provided to assigned patients on their shift.
 - Collaborates with IERH staff to coordinate medical, ancillary, and other patient care services to maintain standards of safe, appropriate, high quality, and cost effective care given to patients in the clinical setting.
- Resource Nurse.
 - Functions as a resource for new nursing graduates and new nursing employees; assists with the duties of the patient care coordinators for patients arriving in the evening hours.
- Charge Nurse.
 - Provides leadership/guidance to the nursing staff to provide high standards of patient care.

ESSENTIAL QUALIFICATIONS - Requirements an individual must meet in order to be eligible for the position, including knowledge,

skills, education, experience, and certification/registration/licensure.

- Graduate Nurse (paid 90% of base wage for RN pay grade until permanent RN license has been received- has until temporary license expires).
- Registered Nurse.
 - Currently Idaho RN license.
 - Current CPR certification.
 - Knowledge of nursing theory and practice.
- Resource Nurse (in addition to those listed above).
 - 2 years acute hospital or acute rehabilitation experience.
 - Ability to evaluate entire nursing staff on assigned shift to facilitate their skill level.
- Charge Nurse (in addition to those listed above).
 - 2 years medical, surgical, or rehabilitation experience.
 - Good organizational skills and ability to handle multiple tasks.
 - Demonstrated ability to work effectively in multi-disciplinary teams.
 - Excellent interpersonal skills, to include experience in negotiation and employee relations.
 - Strong oral and written communication skills.
 - Working knowledge of PC/Windows and related software.

NONESSENTIAL QUALIFICATIONS – Attributes that will enhance an individual's chance for success in the position.

- Bachelor of Science in nursing.
- CRRN credential.
- Current clinical experience highly desired.
- Management experience preferred (charge nurse).

ESSENTIAL JOB FUNCTIONS - Fundamental job duties that are essential because (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, or (3) the function is so highly specialized that the person is hired for his or her expertise or ability to perform the function.

- Registered nurse.
 - (62%) Direct patient care.
 - Manages medication and orders transcription per policy and procedure.
 - Prepares and completes patients' discharge per policy and procedure.
 - (31%) Documentation and communication.
 - Completes all required documentation.
 - Assures that the admission nursing assessment has been completed according to established policy and procedure.
 - Contributes information to team conferences.
 - Attends patient/family conferences as needed.
 - (6%) Resource.
 - Completes required competencies.
 - Functions as a resource person for, delegates duties to, and monitors for compliance in appropriate personnel.
 - Attends mandatory meetings, education, and in-services, and participates in QA/PI.
 - Ability to substitute for Resource Nurse, Charge Nurse, or Patient Care Coordinators.
 - (1%) Performs additional duties deemed necessary to the position and its function.
- Resource nurse.
 - (35%) Resource preceptor.
 - Reviews and educates on topics that become known during chart audits to insure: correct completion of procedures, accurate charting, and completion of patient education.
 - (30%) Admissions.
 - Sees that admissions that arrive after 10:00AM are completed with correct orders and all nursing documentation completed.
 - Assures that correct name bands are issued to patients.
 - Reviews and co-signs, if needed, the nursing assessment.
 - Obtains signatures to finalize inpatient admission documents.
 - Initiates the plan of care for the patient.
 - (20%) Facilitate organizational skills.
 - Recommends adjustments to how nurses are completing procedures, based on experience and

- demonstration of competence in technical skills.
 - Makes rounds to ensure the nursing staff is able to complete their work in a timely manner.
 - (15%) Safe nursing care practice.
 - Teaches new and/or unfamiliar procedures.
 - Assists staff in problem solving.
 - Assures that staff is administering medications correctly.
 - Assists staff with their skills for procedures such as IVs, Foleys, and BVIs.
 - Helps nursing understand when and why it is appropriate to initiate SPOs.
 - (1%) Performs all duties deemed necessary to the position and its function.
- Charge nurse.
 - (50%) Staff.
 - Monitors patient acuity system to determine appropriate staffing pattern.
 - Assures the staffing pattern is adequate and replaces call-in nurses as needed on a daily basis.
 - Assigns breaks, lunches, and extra duties to staff members on a daily basis.
 - Makes out daily staff assignments and delegates tasks.
 - (20%) Resource.
 - Acts as a resource on the nursing unit for all staff members.
 - Assists with problem solving for all staff members.
 - (15%) Compliance.
 - Monitors the nursing staff to ensure compliance with universal procedures.
 - Enforces hospital nursing policies and procedures.
 - Utilizes nursing department standards of care, participates in the QA/PI process.
 - Oversees daily operation of nursing unit and coordination and completion of care, physician orders, appointments, studies, labs, transportation, and documentation.
 - Assures that a 24 hour check has been completed on all physician orders when acting as night shift unit manager.
 - Notes orders on charts.
 - Administers safety and emergency measures per IERH policies and procedures.
 - (10%) Communication.
 - Communicates and coordinates with admissions liaison for bed assignments for new patient admissions.
 - Assures continuity of patient care by daily communication with charge nurses on other shifts.
 - Notifies physicians of changes in patient status and coordinates placing calls to physicians.
 - (4%) Cross-trains and serves as back-up to patient care coordinators and SRU coordinators.
 - (1%) Performs additional duties deemed necessary to the position and its function.

IMPORTANT INFORMATION: The following three sections on typical manner of accomplishing essential job functions, physical requirements, and environmental factors, describes the anticipated typical means of accomplishing the essential functions of the job. Should you be unable to accomplish any function, or to perform in the manner described, you may request reasonable accommodation pursuant to the Americans with Disabilities Act and the Idaho Human Rights Act. Your request for reasonable accommodation may be made to the department manager or the Human Resource representative and needs to be accompanied by a description of how you propose to perform the essential function(s).

Typical Manner of Accomplishing Essential Functions:

Explain: Moving patients, equipment, and supplies				
Average work hours per day: 8		Shift: Varies		
The job allows the employee to vary physical position or activity for comfort: Yes		Explain: Allows for adjustment through proper body mechanics		
In a normal work day, the employee may be required to: (= 8 hours total)	Sit: Not Required: Hours:6	Stand: Not Required: Hours: .05	Walk: Not Required: Hours: .05	Combination Standing and Walking: Not Required: Hours: 1
Maximum consecutive time (minutes/hours) required for each activity.	Sitting: 2	Standing: .05	Walking: .05	

PHYSICAL REQUIREMENTS: In an average day the employee may be required to:

Activity	Occasionally (1% - 33%)	Maximum Weight	Frequently (34% - 66%)	Maximum Weight	Continuously not required
Bend			X		
Squat	X				
Kneel	X				
Climb/Balance	X				
Push/Pull	X	50	X	30	
Lift from high	X	25	X	10	
Lift From low	X	45	X	30	
Desk to chair	X	45	X	30	
Carry	X	30	X	20	

	Not Required	Simple Grasping (Example: Writing)	Pushing/Pulling	Fine Manipulation (Example: Typing)
Repetitive Use Of Hands (Description Required):		Writing	Moving patients, equipment, and supplies	Keyboarding

	Speech	Vision	Taste	Smell	Hearing
Sensory Requirements (Description Required):	Giving instructions and other verbal communications	Reading, seeing colors		Detecting odors	Receiving instructions and other verbal communications

ENVIRONMENTAL FACTORS: The employee can expect to encounter the following conditions:

Amount of Time Spent Inside: 99%			Amount of Time Spent Outside: 1%		
Temperature:	Normal Range: x	Extreme Cold:	Extreme Heat:	Extreme Temperature Changes:	
	Comments:				
Humidity:	Wet/Humid:		Dry:	Normal Range: x	
	Comments:				
Atmosphere Conditions:	Fumes: x	Odors: x	Dusts:	Mists: x	Gases: x
	Poor Ventilation:	Comments:			
Hazards:	Mechanical:	Electrical:	Burns:	Explosives:	Radiation: x
	Other:	Comments:			
Respiratory and/or Skin Irritants: Some Comments:		Requires protective clothing or personal devices: Comments: PRN			
Stress due to:	Staffing requirements; working holidays, weekends, varied shifts: x		Supporting sick and dying patients and their families: x		Work load: x
Is there potential exposure to blood and body fluid?:	Exposure will be --	[x] High - Routine exposure or potential	[] Medium - No routine exposure, but may be required as condition of employment	[] Low - No exposure, no requirement to be exposed as a condition of employment	

