



Benewah Medical Center Job Description/Performance Evaluation

Revised 1/06

- I. **POSITION:** Ambulatory Care/Registered Nurse Fill in
- II. **QUALIFICATIONS:** A non-exempt employee and a current RN Licensure in the State of Idaho is required. Must have a minimum of one (1) year experience in acute care and at least two (2) years experience in an outpatient primary care setting. Current BLS and ACLS required or must be willing to obtain within six (6) months of employment. Basic triage skills required. Must have a phone.
- III. **PERSONAL CHARACTERISTIC**
 1. Demonstrate ability to be a team player.
 2. Knowledge of or willingness to learn the culture and be sensitive.
 3. Maintains positive peer relationships and provides assistance in a friendly, helpful manner to all patients, visitors and staff.
 4. Well-organized and able to handle conflicts and crisis in a professional manner.
 5. Possesses the ability to work independently; is detail oriented; organized; and works under pressure. Meets deadlines.
 6. Understands and practices confidentiality.
- IV. **SUPERVISION:**

The Registered Nurse is under the direct supervision of the Nurse Manager.
- V. **ADA Essential Functions:**
 - A. Hearing: within normal limits with or without use of corrective hearing devices;
 - B. Vision: adequate to read 12-point type with or without use of corrective lenses
 - C. Must be able to verbally interact with staff, clients and public
 - D. Manual dexterity of hands/fingers for writing, computer input
 - E. Able to lift up to 50-80 lbs.,
 - F. Standing 40 % of the day
 - G. Walking 60 % of the day
 - H. Pushing, up to 30-100 lbs.
 - I. Pulling, up to 25-80 lbs.

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VI. MAJOR RESPONSIBILITIES:

DUTY	STANDARD	RATING
Professional Qualities		
RN Clinic Nurse	<ol style="list-style-type: none"> 1) Professional knowledge of and ability to apply nursing care principles, practices and procedures required assessing needs of wide variety of Medical, Surgical, Obstetrical, Gynecological and Pediatric patients. 2) Knowledge of normal course of disease, anticipated complications, and indicated therapeutic intervention. 3) Knowledge of Pharmaceuticals, their desired effects, side effects, and complications of their use. 4) Knowledge of and ability to recognize emergency situations, and treat if needed. 5) Must possess the skill of arrhythmia recognition. 6) Knowledge of immunization recommendations and protocols. 	
Documentation	<ol style="list-style-type: none"> 1) Maintains standards of accurate and complete recording and reporting by providing accurate, complete, legible and timely documentation of all patient contacts in patient charts. 2) Prepares and submits required records and reports. 3) Transfer information is documented accurately, completely and in a timely manner for patients transfer to other health care facility. 	
Interpersonal Skills	<ol style="list-style-type: none"> 1) Ability to effectively deal with the public, co-workers, and managers, which include communicating effectively both verbally and in written form. 2) Non-verbal communication and listening skills are professional and appropriate. 3) Positive work environment is promoted such being an effective team member and problem solving in a professional manner. 4) Avoids destructive comments, lack of support, and negative/offensive non- 	

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	verbal behaviors.	
Patient/Family Education Recognize and address patient and significant other learning needs	<ol style="list-style-type: none"> 1) Ensure patient education/teaching plan by patient needs. 2) Promote continuity and consistency to deliver quality care. 3) Access resources for referrals as needed and schedule appointments for patients needing referral.. 	
Safety and Legal Issues Adhere to safety and legal issues	<ol style="list-style-type: none"> 1) Practices Universal Precautions, Infection Control and Safety Measures. 2) Follows established policies for safe administration of medicines, treatments, and procedures. 3) Meets mandatory education requirements for safety, i.e. blood borne pathogens, body mechanisms, hazardous chemicals, fire and safety procedures. 4) Communicates situations of potential legal risk at time of occurrence through appropriate chain of command process. 	
Technical Proficiency Demonstrate basic competency as well as clinic specific technical skills.	<ol style="list-style-type: none"> 1) Effectively uses computer and other communication tools. 2) Demonstrate knowledge of required skills such as use of EKG machine, SVN machine, Fetal Monitor, Cardiac Monitor, Mini-Infuser, etc. then able to operate these devices. 	
Patient Rights Promote consideration of patients and families values and preferences.	<ol style="list-style-type: none"> 1) Support patient rights to: <ul style="list-style-type: none"> ➤ Confidentiality ➤ Privacy ➤ Security ➤ Resolution to complaints ➤ Cultural/Religious Issues 2) Obtains informed consent 3) Respects and supports the patient's rights to treatment or services in accordance with clinic policy. 	
Critical Thinking	<ol style="list-style-type: none"> 1) Coordinates and cooperates with other caregivers for productive problem solving. 2) Knows responsibility and performs efficiently as a team member in emergent situations, remaining calm, communicating and documenting appropriately. 	

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<p>Professionalism Demonstrate the conduct, goals and qualities that characterize a responsible employee.</p>	<ol style="list-style-type: none"> 1) Demonstrates availability at all times during operating hours. 2) Keeps informed by reading e-mail and bulletin boards and seeking out assistance of others. 3) Take ownership of issues. Participates in projects and follows through to completion. 4) Pursues education activities to maintain or enhance a current level of knowledge and competency and documents appropriately. 5) Is timely and regular in attendance at staff and mandatory meetings. 6) Positively adjusts to health care environment and changes. 7) Adheres to Personnel Policies. 8) Functions as a dependable team member by demonstrating self-initiative when needed, and assisting when requested. 9) Demonstrates priority setting ability and organizational skills by timely completion of assigned tasks, maintaining clear and orderly work area. 10) Consistently conveys courtesy when communicating in person, by telephone, or through other communication mechanisms. 	
<p>Duties/Responsibilities</p>	<ol style="list-style-type: none"> 1) Reviews patient's health record at each visit for Health Care Objectives and Immunization update. 2) Greets and takes patient to exam room, obtain chief complaint/reason for office visit. 3) Obtains appropriate vital signs; assess patient conditions, recognizing changes in status and initiate action when appropriate. 4) Screens/interviews patient by phone or walk-in to determine the need to be seen and the urgency of the condition. 5) Assists the Medical Providers with diagnostic, therapeutic and surgical procedures. Documents any significant changes for physician to review. 	

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	<p>6) Acts as Case Manager for all patients assigned to his/her provider team; ensuring all preventative screening is complete following Health Care Plan and individual diagnosis are up-to-date.</p> <p>7) Utilizes established medical protocols and/or standing orders to treat stable phases of chronic illnesses and minor health problems.</p> <p>8) Orders lab, x-ray, or appropriate tests to facilitate patient flow or under the physicians direction.</p> <p>9) Demonstrates/administers medications skillfully and correctly.</p> <p>10) Demonstrates excellent technical skills and judgment such as IV therapy, treatments/wound care, assists with casting, suturing, and dressing, offer comfort, and cleanliness.</p> <p>11) Supervises LPN; MA; CNA and fill-in nurse in the event the nurse manager is off duty.</p>	
Staffing/Flexibility		
Demonstrate flexibility by adjusting to work demands.	Supports clinic request when asked or adjust work schedules during times of vacation, staff illness, or clinic needs.	

EVALUATOR'S COMMENTS:

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EMPLOYEE'S COMMENTS:

INDIVIDUAL GOALS/OBJECTIVES:

I understand that by signing this review, I am not indicating agreement with the rating, but I am acknowledging that my supervisor has reviewed and discussed this performance evaluation with me.

Employee's Signature:	Date:
Evaluator's Signature:	Date:
Evaluator's Supervisor:	Date: