

**EASTERN OKLAHOMA MEDICAL CENTER**  
**Position Description**

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**POSITION: Staff RN**

**DATE: 10/00, 03/16, 01/18**

**DEPARTMENT: Nursing Service**

**Employee Initials: \_\_\_\_\_**

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**POSITION SUMMARY:**

Assumes accountability for Nursing care by assessing, planning, organizing, and coordinating Care Team activities in order to ensure the promotion of quality patient care to those of all ages and developmental stages with acute and chronic conditions representing all types of physiological and sociological needs and conditions on a continuous basis, 24 hours per day, 7 days a week within the scope of the Unit.

**POSITION ACCOUNTABILITIES:**

1. Promote the mission, vision, and values of the organization.
2. Maintains competency as defined by hospital and Nursing Services policy and consistent with patient population.
3. Effectively organizes, delegates patient care activities through use of the Nursing process to meet patient's family needs in the context of established work performance and productivity standards.
4. Promptly addresses patient concerns and employs effective problem solving with patient or patient representative.
5. Ensures patient rights and confidentiality are preserved
6. Maintains a safe unit.
7. Documents patients' care in a timely and appropriate manner.
8. Utilizes nurse associates according to level of competence, credentials and education preparation.
9. Role models and fosters departmental and interpersonal relations consistent with the organization's expectations, vision and mission statements.
10. Actively participates in organization and community activities which serve to develop and improve community health and fosters relationship building in the community and within the system.
11. Actively participates in, promotes, and fosters staff development and empowerment by ensuring that staff education and training needs are identified. Participates in the governance of Nursing Service. Provides staff support, guidance and counseling.
12. Continually seeks new learning opportunities, experiences and education in order to meet self-development needs.
13. Participates in the development, implementation and monitoring of an effective, ongoing program to measure, assess, and improve the quality of nursing care delivered to patients.
14. Actively coordinates and participates in discharge planning in cooperation with Social Services and other appropriate disciplines.
15. Ensures proper functioning of equipment, adequate levels of supplies and medications. Takes immediate action to report malfunctioning of equipment.

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- 16. Is immediately responsive to critical patient situations. Effectively identifies and resolves patient/family care concerns.
- 17. Maintains current knowledge of intravenous medications, medication protocols, emergency treatment protocols and equipment operation.
- 18. Performs hourly rounding to include: the five P's (Potty, Pain, Pump, Position, Possessions).

**POSITION QUALIFICATIONS:**

<b>Minimum Education</b>	Associate or Diploma Degree: Registered Nurse
<b>Experience:</b>	Previous experience preferred
<b>Required Certification/Registration:</b>	Current Oklahoma RN license or e-NLC multistate license
<b>Certifications:</b>	Minimum: BLS (American Heart Association)
	Preferred: ACLS, PALS, NRP
<b>Working Conditions:</b>	Are exposed to a variety of healthcare settings, including clinical, office or maintenance environments.

**Activity:**

Sitting	Occasionally 1-33%	10 % of Working Hours
Walking	Continuously 67-100%	80% of working Hours
Standing	Continuously 67-100%	20% of working Hours
Bending	Frequently 34-66%	30% of working Hours
Squatting	Occasionally 1-33%	10% of working Hours
Climbing	Occasionally 1-33%	10% of working Hours
Kneeling	Occasionally 1-33%	10% of working Hours
Twisting	Occasionally 1-33%	10% of working Hours
Lifting 0-50 lbs	Frequently 34-66%	30% of working Hours
Lifting 50+ lbs	Frequently 34-66%	30% of working Hours
Carry 0-50 lbs	Occasionally 1-33%	10% of working Hours
Carry 50+ lbs	Occasionally 1-33%	10% of working Hours
Pushing 0-500 lbs	Frequently 34-66%	10% of working Hours

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<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Subject to electrical and flammable/explosive gas hazards.</li> <li>• May be exposed to infectious and contagious diseases.</li> <li>• May be in contact with patients under a wide variety of circumstances.</li> <li>• Able to handle emergency or crisis situations.</li> <li>• May occasionally be subjected to irregular hours.</li> <li>• May be exposed to respiratory risks and safety sensitive situations.</li> <li>• May be required to wear protective equipment as necessary.</li> <li>• Possesses problem solving skills of the type and at a level necessary to accomplish the job.</li> <li>• Demonstrates good time management and organizational skills.</li> </ul>
<b>Visual and Hearing Requirements:</b>	<p>Yes--Must be able to see with corrective eye wear</p> <p>Yes--Must be able to hear clearly with assistance</p>

The above statements reflect the general details necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook" describes important information about Eastern Oklahoma Medical Center; the Health Care Professional should consult their supervisor/HR Director regarding any questions not answered in the handbook.

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Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

**Health Care Professional Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities

I have read, understood and had the opportunity to ask questions regarding this position description.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Employee Printed Name**