

<b>REPORTS TO:</b>	Chief Nursing Office
<b>REVISED:</b>	04/19, 09/21, 11/22, 04/25
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ***Advancing Exceptional Care*** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

**QUALIFICATIONS:**

**Education and/or Experience**

- Graduate from an accredited school of nursing, minimum Associate Degree in Nursing (ADN) - Required
- Bachelor of Science in Nursing (BSN) - Preferred
- Minimum 2 years emergency room and/or critical care experience – Preferred
- Ability to blend management expertise with patient care expertise – Preferred
- Familiarity with regulatory guidelines – Preferred

**Certificates, Licensure, Registrations**

- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Med/Surg RN, House Supervisor](#)
- Licensed as a Registered Nurse in the State of Iowa or Compact State – Required

**WORK SCHEDULE & SHIFT REQUIREMENTS:**

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed.
- Weekend and Holiday rotation as needed.
- Position is classified as exempt and not eligible for overtime in accordance with labor laws.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.

- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.
- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

#### Provides direct patient care as needed

- Assists with admissions, assessments, interventions, and patient rounding.
- Responds to emergencies, rapid responses, and assists in code situations.
- Completes medication reconciliation, clinical documentation, and discharge coordination.

#### Manages hospital operations during evenings, weekends, and holidays

- Serves as the administrative representative in the absence of managers/directors.
- Supports department workflow and coordinates care across units.
- Maintains visibility and accessibility through regular rounding.
- Escalates concerns to the Administrator on Call (AOC) as appropriate.

#### Coordinates daily staffing and shift coverage

- Reviews and adjusts staffing based on census and acuity using the staffing plan.

- Communicates staffing changes and shift needs to affected departments.
- Assigns floating staff and re-deploys resources in real time.
- Logs staffing changes and shift coverage decisions for leadership review.

**Supports patient throughput and bed placement**

- Collaborates with departments to manage admissions, transfers, and discharges.
- Assists in resolving patient flow bottlenecks and prioritizes bed availability.
- Works with EVS and MedSurg to expedite room turnovers.

**Ensures compliance with policies, documentation, and clinical standards**

- Verifies provider orders are complete and followed appropriately.
- Assists staff with clinical decision-making, documentation, and order clarification.
- Conducts and documents chart audits as assigned.
- Ensures adherence to safety, infection control, and regulatory expectations.

**Acts as point of contact for internal and external communication**

- Responds to inquiries from patients, families, providers, and staff.
- Facilitates interdisciplinary communication and supports care coordination.
- Leads or participates in huddles, safety rounding, and handoff communication.

**Supports quality, safety, and performance improvement efforts**

- Reports near misses, adverse events, and patient complaints in a timely manner.
- Identifies trends or concerns and communicates them to department leadership.
- Promotes a culture of safety and accountability through rounding and coaching.

**Provides support and guidance to clinical staff**

- Assists with staff onboarding and performance feedback.
- Offers clinical mentoring and just-in-time training.
- Monitors staff competency, delegation, and team collaboration.

**Performs operational tasks as needed**

- Assists with patient registration or UC tasks during limited coverage hours.
- Ensures equipment is functional and supplies are stocked and accessible.
- Coordinates security, facility, or IT support after hours when needed.

**Quality Program Participation**

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.

- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

**Other Responsibilities**

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_