

REPORTS TO:	Chief Nursing Officer
REVISED:	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
- Administrative experience combined with clinical care background – Preferred
- Knowledge of current theoretical and operational care models – Preferred
- Experience with general patient population – Preferred
- Experience in a rural healthcare setting – 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](#)
- 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 competent and responsive patient care as needed

- Delivers direct and indirect nursing care using age-appropriate, evidence-based practices.
- Recognizes and responds to abnormal symptoms or changes in patient condition.
- Initiates or assists in emergency treatment in accordance with RN scope of practice.
- Performs nursing interventions and carries out provider orders accurately and timely.

Supervises unit operations and clinical care delivery

- Oversees and adjusts staffing based on census and acuity using the staffing plan.
- Delegates tasks appropriately according to staff competency and patient needs.
- Ensures standards of care are met and productivity expectations are achieved.
- Follows policies, procedures, and protocols to support safe and efficient care.

Leads the development and implementation of patient care plans

- Utilizes the nursing process to assess, plan, implement, and evaluate care.
- Identifies patients' physical, psychosocial, environmental, and educational needs.
- Updates plans of care in response to condition changes and interdisciplinary input.
- Collaborates with team members to achieve optimal patient outcomes.

Serves as a communication leader within the department

- Fosters a culture of open communication, accountability, and trust among staff.
- Utilizes SBAR format and communicates respectfully, openly, and timely.
- Participates in and leads huddles, safety rounds, and interdisciplinary discussions.
- Communicates with staff to share expectations and encourage feedback.
- Acts as the main contact for patients, families, providers, and the public during evenings and weekends.

Demonstrates documentation accuracy and accountability

- Maintains timely and complete documentation in the EMR.
- Performs and documents medication reconciliation on admission, level-of-care change, and discharge.
- Ensures timely completion of chart audits and documentation to support billing.
- Maintains secure access and knowledge of required clinical systems.

Supports patient and employee safety and compliance efforts

- Takes ownership in addressing safety and compliance gaps through staff coaching and collaboration with leadership.
- Promotes and models safe lifting, transfer, and fall prevention techniques.
- Reports safety concerns, incidents, and near misses in a timely manner.
- Participates in rounding with patients and families to identify opportunities for improvement.
- Assists with orientation and ongoing evaluation of nursing staff performance.

Maintains clinical competencies and supports operational roles

- Demonstrates flexibility in supporting patient flow, staffing needs, and department operations.
- Demonstrates technical skill with unit-specific equipment and procedures.
- Administers medications and treatments safely and per policy.
- Assists with patient registration and Unit Coordinator responsibilities as needed.
- Works within the defined RN scope of practice and maintains competency.

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: _____

