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| <b>REPORTS TO:</b> | Manager MedSurg   |
| <b>REVISED:</b>    | 04/19, 09/21, 11/22, 05/24, 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

**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.
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and 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**

- Delivers direct and indirect nursing care using age-appropriate, evidence-based practices
- Identifies and responds to abnormal symptoms or changes in patient condition
- Carries out provider orders accurately and in a timely manner
- Performs nursing interventions in alignment with standards of care
- Delegates and supervises patient care activities within RN scope of practice
- Triage emergency situations and initiates or assists in treatment per scope of practice and hospital protocols
- Follows emergency procedures, policies, and protocols effectively
- Utilizes hospital resources responsibly and meets productivity expectations

### **Manages Admission and Discharge Processes**

- Receives and assesses new patient admissions; completes admission assessments and documentation
- Initiates admission orders and coordinates the initial care plan with the healthcare team
- Initiates safety protocols, medication reconciliation, and diagnostics upon admission
- Orients patients and families to the unit, care team, and expectations
- Coordinates and implements the discharge process in alignment with hospital throughput goals

- Performs discharge teaching related to medications, wound care, follow-up appointments, and symptoms to monitor
- Collaborates with Case Management, Social Work, and Pharmacy for complex discharges
- Completes all required discharge documentation and communicates with outpatient providers when necessary

**Utilizes the nursing process to develop and manage patient care plans**

- Assesses physical, psychosocial, environmental, social, and educational needs
- Develops and implements care plans in collaboration with the healthcare team, including patient education and discharge planning
- Updates the plan of care based on changes in condition and team input
- Evaluates and documents patient/family responses to interventions and progress toward goals

**Provides patient and family education**

- Educates patients and families on condition management, medications, follow-up care, and discharge instructions
- Reinforces provider instructions and confirms patient understanding
- Uses teach-back techniques and assesses learning needs

**Communicates effectively with patients, families, and the healthcare team**

- Reports condition changes promptly to coworkers and interdisciplinary team members
- Demonstrates positive and professional communication with patients, families, and staff
- Utilizes SBAR (Situation, Background, Assessment, Recommendation) to communicate clinical information
- Follows AIDET (Acknowledge, Introduce, Duration, Explanation, Thank You) communication standards
- Proactively communicates safety concerns and escalates when needed

**Ensures accurate and timely documentation**

- Documents assessments, interventions, patient responses, and teaching to reflect the full patient experience
- Maintains objective, professional records free from personal opinions
- Performs and documents medication reconciliation on admission, daily, and at discharge
- Completes documentation to support accurate billing and charging
- Maintains login credentials and proficiency in clinical software systems
- May assist with patient registration, verification of demographic and insurance information
- Performs routine chart audits to ensure documentation compliance and quality metric performance

**Promotes patient and employee safety and supports compliance**

- Administers medications, treatments, and procedures safely and per policy
- Maintains clinical competency in the use of unit-specific equipment and procedures
- Practices within RN scope and supports a culture of safety and accountability
- Utilizes proper body mechanics, transfer techniques, and equipment to prevent injury
- Identifies and reports safety concerns or hazards in a timely manner
- Participates in rounding with patients and families to identify safety or care concerns
- Complies with CRHC departmental and facility-wide safety policies and protocols
- Assists with Unit Coordinator duties as needed

#### **Supports operational effectiveness and patient throughput**

- Assists with timely admissions, discharges, and transfers to support unit-based throughput goals
- Communicates and collaborates with oncoming and outgoing shifts to ensure safe patient handoff and continuity of care
- Provides coverage during high census, high acuity, or staffing shortages to ensure safe patient care
- Demonstrates flexibility in supporting staffing needs and workflow

#### **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.

#### **Charge Nurse Responsibilities (When Assigned)**

Medical-Surgical Registered Nurses may be assigned to function in the Charge Nurse role during a shift. When serving in this capacity, the RN provides clinical leadership, patient care coordination, and operational support for the unit while continuing to support safe, high-quality patient care.

#### **Patient Care Coordination**

- Provides direct patient care as needed while supervising and assisting nursing staff in daily clinical operations.
- Ensures appropriate patient assignments based on acuity, staff skill level, and census.
- Monitors patient flow including admissions, discharges, and transfers to maintain unit efficiency.
- Participates in bedside rounding and reinforces evidence-based standards of care.

- Assisting with communication to providers
- Assists the Emergency Department with coordination of patient admissions, transfers, and patient flow to support safe, timely placement and continuity of care as needed.

#### **Leadership and Communication**

- Acts as a clinical resource and mentor to nursing staff, promoting professional development and teamwork.
- Collaborates with physicians, hospitalists, and interdisciplinary team members to ensure optimal patient outcomes.
- Serves as primary contact for resolving patient or family concerns during the shift.
- Communicates significant events, staffing concerns, and patient safety issues to the Medical-Surgical Manager.
- Serves in leadership role in absence of the med surg manager.

#### **Quality, Safety, and Compliance**

- Promotes compliance with hospital policies, infection prevention, DNV/CMS standards, and nursing best practices.
- Assists in monitoring and reporting quality metrics and completing audits such as falls, medication safety, and documentation accuracy.
- Supports a culture of safety and continuous improvement through active participation in huddles, audits, and debriefings.

#### **Operational Support**

- Participates in staff scheduling and resource allocation in collaboration with the Medical-Surgical Manager.
- Ensures adequate supplies, equipment, and staffing levels for the shift.
- Responds to emergency situations and coordinates appropriate interventions.

#### **Education and Staff Support**

- Provides on-the-spot education and feedback to staff regarding policies, procedures, and clinical skills.
- Assists in orienting new employees and students.
- Supports staff participation in ongoing education and competency validation.

**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: \_\_\_\_\_