



## Competency-Based Job Description

**Job Title:** Staff Nurse  
**Department:** Patient Care Services  
**Division/Section:** Nursing/F-Blue/Med Surg  
**Operating Unit:** University Hospital  
**Reports To:** Assistant Director Nursing UH  
**Approved By:** Patricia Scully *Patricia Scully*  
**Approval Date:** December 2019

### MISSION STATEMENT:

*"As New Jersey's public academic health center, University Hospital is committed to providing exceptional care to every patient, every time."*

**SUMMARY (Basic purpose of the job):** The primary purpose of the Staff Nurse position is to be accountable for the care activities, safety and goal achievements of assigned patients through assessing, diagnosing, planning and intervening in actual or potential health problems and evaluating patient's response to the care. These responsibilities also include patient education and discharge planning. The Registered Professional Nurse places emphasis on mobilizing patients and preventing skin break down, falls and implements the appropriate measures to achieve this. The Registered Professional Nurse is a member of a designated care team and collaborates, coordinates and guides team members in planning patient care in a safe environment and achieving patient care goals according to the patient/family developmental stage and cultural expectations.

The competent practice of the Professional Registered Nurse is evidenced by patient/family goal achievement, patient/family goal achievement, patient/family satisfaction, care and services demonstrated and thoroughly documented in accordance with American Nurses Association Standards of Clinical Practice, Joint Commission on the Accreditation of Health Organization Standards Sentinel Event Alert Recommendation, Patient/Family Centered Principles, Department of Health Standards and University Hospital Policies and Procedures. As professional licensed staff and member of an interdisciplinary team, the Registered Professional Nurse exemplifies the behavioral expectations articulated for this role.

<b>Age/Patient Population(s) Served</b>
<b>Double Click on Box(es) for Your Selection;</b>
<b>Select Checked; Click OK for All that Apply</b>

### AGE/PATIENT POPULATION(S) SERVED KEY

Age of Patient Population Served	Population
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Care provided is patient centered.
  - ❖ Actively contributes to creating a friendly, welcoming and safe environment for UH customers.
  - ❖ Communicates clearly to ensure understanding.
  - ❖ Responds to complaints and concerns by resolving issues immediately whenever possible.
  - ❖ Interacts with all members of the multidisciplinary team to ensure the plan of care is coordinated.
  - ❖ Meets or exceeds patient/family expectations for service.
  - ❖ Acts as a role model for Service Excellence.
  - ❖ Maintains professional composure and confidence in the care setting.
  - ❖ Works effectively with team to ensure customer service scores for work area meet/exceed targets.
  - ❖ Demonstrates respect for patient rights and is committed to the uniqueness of the individual patient.
- Establishes accountability for panel (assignments) of patient/families.
- Accepts in person report hand-off from departing nurse on patient progress, needs, medications, and plan of care.

4. Reviews individual patient/family plan of care in conjunction with information from the departing nurse, establishes priorities.
  - ❖ Relieves/provides patient hands-offs that thoroughly describes patient/family course of events and specific needs, with emphasis on safety.
5. Conducts preliminary assessment of patients; reprioritizes as indicated.
6. Completes care activities on time; demonstrated organization in completing all care/tasks.
7. Assesses pain/comfort as per policy and evaluates effectiveness of pain relieving measures.
  - ❖ Clearly documents and communicates effective pain management regimen and techniques.
8. Attends daily planning rounds with physicians and participates in the discussion.
  - ❖ Conducts rounds with other disciplines as indicated.
9. Always checks patient identification prior to providing care or service, assures patient has an identification band.
10. Introduces self to patient/family and explains what will be done for/with each patient.
11. Identifies what the patient/family expects and meets expectations.
  - ❖ Assigns patient care activities to support personnel and supervises performance.
  - ❖ Provides support staff with a report on each patient's needs and provides clear direction on expectations.
  - ❖ Develops respectful relationship with support staff.
12. Prioritizes patient mobility/ambulation in daily care provides repositioning and range of motion for bed bound patients.
13. Prioritizes skin care/decubitus prevention measures:
  - ❖ Mobilizes patient, with out of bed preference.
  - ❖ Ambulates patient frequently, within patient limits/physician orders.
  - ❖ Repositions patient with proper body alignment minimum every two (2) hours.
  - ❖ Consults with Skin Care Specialist for high risk patients.
14. Transcribes and validates physician orders.
15. Reviews physician orders; reviews medication orders against Medication Administration Record (MAR); identifies medication requiring reordering.
16. Administers medication as ordered and on schedule using the six (6) medication "RIGHTS".
17. Calculates and regulates IV infusions/obtains independent confirmation and second RN signature when programming infusion rate for high alert medications.
18. Traces IV line/tubing connection from infusion to patient to assure proper access/connection.
19. Documents medication administration at time given to patient and documents response as assessed with focus on first class reactions.
  - ❖ Documents in EPIC patients, height, weight, allergy, pregnancy and lactation status upon admission.
20. Completes an assessment of the patient/family upon admission.
  - ❖ Admission assessment form/computer screen is thoroughly completed, signed and dated.
  - ❖ Assessment of learning needs and barriers to learning is thoroughly completed, signed and dated on the patient/family Interdisciplinary Education Record.
  - ❖ Nutritional Screen is thoroughly completed, signed and dated and forwarded to the Nutrition Department.
  - ❖ Discharge Planning Screen is thoroughly completed, signed, dated and forwarded to the Social Work Department.
21. Care needs specific to the patient/family are transcribed to the Plan of Care and communicated in all handoffs to other department, unit or post discharge personnel.
22. Contacts agencies, facilities and significant others to obtain patient data/information.
23. Initiates and revises the Interdisciplinary Plan of Care.
  - ❖ Establishes objective, measurable, time framed goals.
  - ❖ Articulates special needs specific to the patient/family.
  - ❖ Signs name and title legibly for each shift.

- ❖ Reviews plan of care daily.
  - ❖ Participates in daily interdisciplinary reassessment and care planning rounds with physicians.
  - ❖ Consults with/participates in Ethics Committees to achieve patient/family problem resolution.
24. Creates a safe environment for patients.
    - ❖ Initiates and maintains standards and transmission based precautions.
    - ❖ Minimizes restraint use; employs conservative measures to assure safety.
    - ❖ Implements preventative measures to avoid fall/injury. Understands Fall Prevention Program.
    - ❖ Teaches “Speak Up” safety program to patient/families.
    - ❖ Washes hands before and after each patient contact.
    - ❖ Is knowledgeable in and applies Sentinel Event Alert recommendations.
    - ❖ Uses two (2) bedrails unless specified otherwise by policy.
    - ❖ Always displays ID Badge.
    - ❖ Reports when things “go wrong” or could possibly “go wrong”.
    - ❖ Assesses emergency equipment functioning and preparedness at beginning of shift and as delegated.
    - ❖ Reads medication and nutrition station thermometer and records in logs.
  25. Follows “Read Back” validation rule for verbal reports received in emergency situation.
  26. Inserts and removes foley catheters using aseptic technique.
  27. Identifies Continuum of Care needs and thoroughly completes Discharge Instruction Forms.
  28. Assures instructions are clear and legible.
  29. Administers blood and blood products according to policy and procedure and documents thoroughly.
  30. Draws blood specimen for blood cultures.
  31. Performs complex dressing changes.
  32. Accesses and maintains central lines/ports for blood drawing, fluid and medication administration.
    - ❖ Performs central line dressing changes as per policy.
  33. Performs competently in crisis/drills.
  34. Provides and performs all other patient care activities within scope of practice/competence.
  35. Demonstrates competency in clinical skills/unit based.
  36. Demonstrates knowledge in human growth and development relative to age.
    - ❖ †Neonates/Infant †Pediatrics †Adolescent †Adult †Geriatric †Not Applicable
    - ❖ Identifies physical, behavioral and emotional characteristics typical for the age group.
    - ❖ Modifies approaches based on patient age-specific needs and responses to treatment.
    - ❖ Provides care for patients based on age-specific needs.
    - ❖ Uses communication techniques which are age appropriate.
  37. Delivers care that is sensitive to the cultural needs and expectations of each patient/family.
  38. Evaluates the effectiveness of the care/services delivered. Thoroughly completes reassessment required by patient need and dictated by policy.
  39. Performs bedside Point of Care Testing accurately and documents.
  40. Conducts Patient/Family Education and documents date, learner, method, content, outcome and signature:
    - ❖ Applies appropriate medium in teaching patient.
    - ❖ Consistently reinforces “Speak Up” training education with patient/families.
  41. Conducts controlled medication inventories as delegated and signs record of inventory accuracy:
    - ❖ Appropriately discards unused medications with observation of a second licensed professional
    - ❖ Enters appropriate data into Pyxis immediately rectifies deficiencies.
  42. Performs Post Mortem Care.

43. Removes equipment not in use from patient room and returns to appropriate department for cleaning.
44. Keeps patient rooms and nurse's station clutter free, clean and quiet.
45. Cleans monitoring equipment that is attached to the patient.
46. Incorporates measures into practice to assure cost effectiveness of resources, people and supplies.
47. Facilitates patient arrival to the unit without delay.
48. Informs Admitting Office immediately of discharges.
49. Endorses patient care status and needs to RN assuming responsibility during absence at lunch, break or meeting.
50. Precepts/orients new professional and support staff team members to responsibilities and team expectations.
  - ❖ Completes orientation checklist and competency assessment forms while precepting.
51. Accompanies patient to other departments as indicated and monitors according to need.
52. Thoroughly completes documentation of The Patient Care Process and application of the Nursing Process.
  - ❖ Admission Assessment/Screens
  - ❖ Interdisciplinary Plan of Care.
  - ❖ Objective measurable, time frame goals.
  - ❖ Reassessment.
  - ❖ Intake and output.
  - ❖ Discharge instructions.
  - ❖ Decubitus assessment/reassessment.
  - ❖ Restraints flow sheets.
  - ❖ 1:1 special observation.
  - ❖ Interdisciplinary Patient/Significant Other Education.
53. Thoroughly completes Environments of Care/Safety and other required documents and forward to appropriate department.
  - ❖ CPR Form
  - ❖ Incident Report
  - ❖ Diet Sheet
54. Accountable for improving Care Delivery through participation in performance improvement projects:
  - ❖ Attends/participates in unit based meeting.
  - ❖ Participates in hospital wide projects.
  - ❖ Articulates methodology, progress and outcomes of both unit and hospital wide projects.
55. Understands CQI Methodology, Criticality Analysis, Failure Modes, Effective Analyses and Root Cause Analyses Techniques.
56. Participates in Root Cause Analysis.
57. Participates in Performance Improvement meetings and projects; Implements practice change pursuant to PI audits/analysis.
58. Provides input in care processes and work life issues through Committee Day representatives.
59. Independently seeks assistance and education in meeting role expectations.
60. Maintains NALS/PALS/ACLS/BCLS. Joint Commission Mandates.
61. Participates in projects and committees.
62. Assumes charge responsibility and completes all tasks as delegated.
63. Articulates and demonstrates the patient/family centered principles in care delivery.
64. Introduces self to patient/families and explains what will happen that tour/day.
65. Identifies patient/family expectations and meets them.
66. Answers patient/family affirmatively.

- 67. Asks patient/family if there is anything that they need before they leave and then meets the need.
- 68. Assures items patients need/use are within reach at all times.
- 69. Addresses patient by name as patient requests.
- 70. Demonstrates team behaviors/dynamics.
  - ❖ Communicates to team members respectfully.
  - ❖ Assists team members without being asked to do so.
  - ❖ Attends unit staff meetings, reviews and signs all staff meeting minutes whether in attendance or not.
  - ❖ Attends work as scheduled
    - Arrives/leaves as scheduled
    - Leaves and returns from break as scheduled.
- 71. Develops professional respectful relationships with MD's. Greets physicians and offers assistance as identified.
- 72. Wears designated uniform.
- 73. Takes initiative in resolving issues.
- 74. Discusses patient/family needs in private areas with professional staff only.
- 75. Employs Infection Control Practices at all times.
- 76. Completes tasks, documentation, reports etc. without being told to do so.
- 77. Understands and adheres to University Hospital's compliance standards as they appear in University Hospital's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
- 78. Keeps abreast of all pertinent federal, state and University Hospital regulations, laws, and policies as they presently exist and as they change or are modified.
- 79. Performs other related duties as assigned.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

New Jersey State Registered Professional Nurse License and Registration. AHA BCLS (CPR) is required. Adult Medical/Surgical experienced preferred. Ability to employ problem solving techniques and critical thinking. Effective interpersonal skills. Ability to lift and move patients using safe patient handling equipment and techniques. Ability to organize care/activities of multiple patients.

**Credentials required:** NJ Registered Professional Nurse License and Registration, AHA BCLS (CPR)

**Primary source verification:** NJ Division of Consumer Affairs, Board of Nursing; Tabb, Inc.

**PHYSICAL DEMANDS:** This position requires that you stand, walk, talk or hear 2/3 of the time. It requires that you sit, use hands to finger, handle or feel, reach with hands and arms as well as climb or balance under 1/3 of the time. It requires that you stoop, kneel, crouch, crawl, taste and smell none of the time. This position requires that weight be lifted up to (50) pounds 2/3 of the time. There are no special vision requirements.

**WORK ENVIRONMENT:** Moderate noise (examples: business office with computers and printers, light traffic).

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, Acknowledge Review of This Job Description.  
 (Employee's Name - PRINT Name)

\_\_\_\_\_  
 Employee's Signature

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

\_\_\_\_\_  
 Supervisor's Signature

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