
Rutgers Biomedical and Health Sciences (RBHS)
Standard Job Description

Job Title: Staff Nurse
Department: Oral & Maxillofacial Surgery
School/Operating Unit: Rutgers School of Dental Medicine
Facility: Newark
Reports To: Director, OMFS Clinic
Approved By: DHW *msc*
Approval Date: August 2016

SUMMARY:

In accordance with professional nursing standards, skillfully administers total patient care based on the individualized needs of assigned patients and families in the outpatient oral and maxillofacial surgery teaching clinic for students and residents in Rutgers School of Dental Medicine. Assists with the delivery of care for patients including monitoring for intravenous sedation cases. The Staff Nurse instructs students in proper scrubbing, gowning and sterile surgical techniques.

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

1. Explains procedures and treatments to patient to gain cooperation, understanding and allay apprehension.
2. Administers prescribed medications and treatment and examination of patient.
3. Maintains awareness of comfort and safety needs of patient.
4. Observes patient, records significant conditions and reactions, and notifies supervisor or Physician of patient's condition and reactions to drugs, treatment and significant incidents.
5. Takes temperature, pulse, blood pressure and other vital signs to detect deviations from normal and assess condition of patient.
6. Responds to life savings situations based upon nursing standards, policies, procedures and protocol.
7. Documents nursing history and physical assessment for assigned patients.
8. Initiates a patient education plan according to the individualized needs of the patient, as prescribed by Physician and/or hospital policy, including patient and family instruction.
9. Rotates among various clinical services of institution such as obstetrics, surgery, orthopedics, outpatient and admitting, pediatrics and psychiatry.
10. Prepares rooms, sterile instruments, equipment and supplies for surgery.
11. Assists in surgery by handling items to Surgeon, Obstetrician, or other medical practitioner.
12. Makes beds, bathes and fees patients.
13. Participates in department or unit quality improvement activities.
14. Keeps abreast of all pertinent federal, state and Rutgers' regulations, laws and policies as they presently exist and as they change or are modified.
15. Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs.
16. Understands and adheres to Rutgers' compliance standards as they appear in RBHS's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
17. 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.

EDUCATION AND/OR EXPERIENCE:

Graduate of an accredited school of nursing with a license to practice in the State of New Jersey. Minimum of one (1) year of experience in ambulatory oral and maxillofacial surgery practice preferred. Maintains BLS, ACLS and PALS certification once on staff including medical emergency drill training. Basic computer skills to enable use of email, Word, Excel and electronic medical record system essential.

Credential Required: Professional Registered Nurse: Maintains BLS, ACLS & PALS certifications.

Primary Source Verification: NJ Division of Consumer Affairs, Board of Nursing

PHYSICAL DEMANDS:

Setting up and breaking down surgical trays, assisting patients transfer to surgical chairs or to recovery area after sedation cases and applying monitors and intravenous lines as indicated. Sitting, standing, walking, reaching, kneeling, talking and hearing. No special vision requirements. Ability to lift up to 25 pounds. Computer data input.

WORK ENVIRONMENT:

Staff Nurse will be assigned to the oral and maxillofacial surgery clinic within the School of Dental Medicine. Possible exposure to blood-borne pathogens. Standard precautions must be maintained.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____