**JOB DESCRIPTION**

**PERFORMANCE AND COMPETENCY APPRAISAL**

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| **NAME:** | **EVALUATION PERIOD:****FROM: TO:**  |
| **POSITION:** **Registered Nurse (RN) Operating/Procedure Room** |
| **NEXT REVIEW DATE:** | **HIRE DATE:** |

**POSITION SUMMARY:**

A Registered Nurse is a professional who provides patient care based upon the nursing process; being effectively involved with maintaining the standard of care for assigned patients through assessment, planning, implementation and evaluation. The Registered Nurse shall oversee and guide employees that are under his/her supervision. The Registered Nurse actively supports and promotes the Center’s Philosophy and mission statement. The Registered Nurse is under the direction of the Director of Nursing.

**EDUCATION AND EXPERIENCE:**

Graduate of an accredited school of nursing.

Basic computer knowledge

**REQUIRED LICENSURE AND CERTIFICATION:**

Has a current license to practice as a Registered Nurse in the State.

Current BCLS certification

Current ACLS certification preferred or basic EKG or Arrhythmia identification certification

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of patients served in the Center. Must demonstrate the knowledge of the principle of growth and development of the life span and possess the ability to assess data reflective of the patient’s requirements relative to his/her age specific needs and to provide the care needed as described in the Center’s policies and procedures.

Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to common injuries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to read and communicate effectively in English. Additional languages preferred.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic mathematics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, medical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variable.

Demonstrates the knowledge and skills in the nursing process.

Demonstrates the ability to utilize recognized channels of communication.

Demonstrates the ability to maintain good interpersonal relationships with patients, coworkers, and other health team members.

**PHYSICAL DEMANDS:**

Standing: 66-100%

Sitting: 0-33%

Walking: 66-100%

Lifting: 0-50 lbs as needed

Carrying: 0-25 lbs as needed

Pushing: 0-400 lbs on wheels with assistance as needed

Climbing: 1-5 flights of stairs as necessary

Pulling: As necessary while providing patient care

Bending: Proper bending as necessary to pick things off the floor

Squatting: As necessary while providing care

Rotating: Shoulders as necessary

Crawling: None

Kneeling: If necessary while providing patient care

Reaching: Overhead while providing patient care

General Comments: Visual and hearing senses must be adequate to provide patient care.

**Environmental Conditions:**

Inside: 95-100%

Outside: 0-5%

Temperature: 30F-115F

Fumes: Occasional

Dust: Occasional

Gases: None

Odors: Occasional

Mist: Occasional

Radiation: Occasional

Noise or Vibrations: Biomedical equipment, needles, sharps, copy machine, phones, latex, disinfectants, etc.

Hazards: Occasional contact with communicable disease, electrical equipment, etc.

Personal protective equipment: Provided (gowns, gloves, masks, head cover)

***Definitions of Levels of Performance***

**Exceeds Standards (E)**: Employee provides a model on this standard for others. Requires little or no oversight or supervision in this area of performance. Employee does more than required standards call for. (Must be supported with examples)

**Meets Standards (M):** Employee is viewed as competent. Requires normal amount of supervision and direction in this area of performance

**Does not meet Standards (D):** Employee is viewed as below competent on this standard and needs improvement. Requires constant oversight and close supervision in this area of performance. (Must be supported with narrative in comment section and a plan for improvement.)

Directions: Complete the following evaluation indicating whether the employee exceeds, meets or does not meet each of the performance standards listed. If a standard does not apply, you should mark N/A in the box, e.g., certification or licensure may not apply to the position. Document examples of how the employee exceeds any standards. If the employee does not meet a standard, document a plan to assist the employee.

| **Customer Service** | **E** | **M** | **D** |
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| 1. Communicates openly, directly, tactfully and effectively.Appreciates and respects other’s needs, opinions, and concerns. |  |  |  |
| 2. Conducts self courteously and professionally in all interaction with physicians, patients, patient’s families, visitors, members of the public and co-workers. Demonstrates sincere concern for the needs of all customers. |  |  |  |
| 3. Demonstrates knowledge and compliance of Patient Rights, including patient confidentiality. Respects patient privacy. |  |  |  |
| 4. Resolves interpersonal conflicts independently and positively, being sensitive to the needs of all customers. Seeks appropriate assistance when necessary to resolve interpersonal conflicts. |  |  |  |

| **Professional Growth and Accountability** | **E** | **M** | **D** |
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| 1. Submits documentation of required current licensure and/or certification in a timely manner. |  |  |  |
| 2. Encourages and promotes cross training activities for professional growth and in order to contribute to the overall function of the Center. |  |  |  |

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| 3. Actively participates in activities such as staff meetings, serving on committees, assisting with performance improvement and accepting special projects.Attends and participates in at least 8 staff meetings per year, reads and returns all monthly staff meeting minutes in a timely manner.**# of staff meetings attended during this evaluation year \_\_\_\_\_\_\_****# of inservice meetings attended during this evaluation year\_\_\_\_\_\_\_**  |  |  |  |
| 4. Assumes responsibility for updating knowledge of current policies and procedures, protocol and practices. |  |  |  |
| 5. Functions within scope of practice based on licensure, education, skills and experience. Recognizes own limitations and asks for guidance when necessary. |  |  |  |
| 6. Participates in the orientation or preceptorship of newly hired or transferred employees. Serves as a positive role model. |  |  |  |
| 7. Demonstrates satisfactory attendance record.Number of Non Scheduled Occurrences during the past year \_\_\_\_\_\_\_  |  |  |  |
| 8. Demonstrates punctuality by reporting to work on time. |  |  |  |
| 9. Utilizes appropriate procedures when reporting inability to report to work as scheduled or inability to report to work on time. |  |  |  |
| 10. Takes full responsibility for all functions within job description and assures that all functions are completed before leaving at the end of the day. Communicates effectively where follow-up is needed. |  |  |  |
| 11. Adheres to dress code. (Includes wearing name tag) |  |  |  |
| 12. Consistently maintains respect for the physical plant, property, equipment and supplies. Reports problems/needs timely and appropriately. |  |  |  |
| 13. Demonstrates the ability and flexibility to recognize and accept changing conditions while continuing to perform to the best of one’s ability. Promotes a positive attitude with the team. |  |  |  |
| 14.Maintains orderly education file and keeps current all mandatory educational requirements. |  |  |  |

| **Age Specifics**  | **E** | **M** | **D** |
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| 1. Demonstrates understanding of the principles of growth and development of the life span and the ability to assess, interpret and to provide the care/service with data reflective to each patient’s age specific needs |  |  |  |

| **Safety Management/Infection Control** | **E** | **M** | **D** |
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| 1. Demonstrates knowledge and skill requirements regarding his/her role in the Safety Management Program (Safety/Security), Infection Control, Hazardous Materials, Emergency Preparedness, Life Safety, Medical Equipment and Utility Systems, and his/her expected level of participation. Submits documentation of annual updates. |  |  |  |
| 2. Is able to explain the Fire Plan. |  |  |  |
| 3. Explains the department’s role in an internal/external disaster. |  |  |  |
| 4. Identifies hazardous materials in immediate work area and demonstrates knowledge of MSDS sheets. |  |  |  |
| 5. Identifies and report hazardous working conditions. |  |  |  |
| 6. Demonstrates knowledge of basic infection control precautions. |  |  |  |
| 7. Demonstrates knowledge of how to report equipment malfunctions. |  |  |  |
| 8. Identifies when and how to complete an incident report form. Consistently adheres to established policy and procedures. |  |  |  |
| 9. Demonstrates knowledge of how/what types of utility problems are reported.  |  |  |  |
| 10. Explains the steps in notifying the appropriate personnel when potential or real security risks occur. |  |  |  |
| 11. Demonstrates competence in preparing and cleaning of OR suites before and between cases and after terminal case cleaning. |  |  |  |
| 12. Maintains surgical asepsis during all procedures. |  |  |  |
| 13. Demonstrates thorough knowledge of instrument processing, sterilization and biological monitoring. Actively participates in instrument processing. |  |  |  |

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| **Performance Improvement/Information Management** | **E** | **M**  | **D** |
| 1. Participates in Center wide performance improvement activities. |  |  |  |
| 2. Demonstrates appropriate information release to the customer served. |  |  |  |
| 3. Maintains confidentiality of patient and employee information in accordance with standards. |  |  |  |

| **Nursing Process** | **E** | **M** | **D** |
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| 1. Demonstrates current, comprehensive, professional knowledge and skills in conformance with recognized Standards of Nursing Care, the Nurse Practice Act, and department policies including the Patient Rights and Responsibilities.  |  |  |  |

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| **Assessment**   | **E** | **M** | **D** |
| 1. Performs initial physiological needs assessment on all patients on admission. |  |  |  |
| 2. Identifies patient’s symptoms and changes and takes appropriate actions in a timely manner. |  |  |  |
| 3. Observes behavioral and physiologic changes due to medications, takes appropriate actions and documents |  |  |  |

| **Goal Setting/Planning** | **E** | **M** | **D** |
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| 1. Demonstrates accountability for ongoing awareness of the status of assigned patients. Collects and documents data appropriate to the nature and severity of the illness. Communicates appropriate data to the physician and other patient care team members. |  |  |  |
| 2. Interprets and implements physician’s orders; performs treatments according to accepted standards and policies; evaluates and documents effectiveness of treatments. |  |  |  |
| 3. Anticipates potential patient problems and performs nursing actions to minimize those problems in a timely manner to ensure patient safety. |  |  |  |
| 4. Identifies and reports unsafe practice and/or procedures related to patient care. |  |  |  |
| 5. Assures that supplies and equipment are available for patient care. |  |  |  |

| **Documentation** | **E** | **M**  | **D** |
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| 1. Documents any change from baseline assessments. |  |  |  |
| 2. Uses only approved abbreviations. |  |  |  |
| 3. Writes legibly at all times. |  |  |  |
| 4. Places verbal orders on the physician order sheet within 30 minutes of receiving them. |  |  |  |
| 5. Assures completion of all ordered diagnostic work and support services. |  |  |  |
| 6. Documents any unusual occurrences having a direct effect on patient care by completion of the designated form. |  |  |  |
| 7. Clearly documents ideas, facts and concepts about the patient. Documentation is completed within reasonable time frames; meets standards, policies and procedures |  |  |  |

| **Documentation/Evaluation** | **E** | **M** | **D** |
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| 1. Documents patient responses to interventions with 100% completion rate |  |  |  |
| 2. Evaluates patient response to all procedures carried out both on a physical and psychological basis. |  |  |  |
| 3. Evaluates patient’s response to education regarding their disease process |  |  |  |
| 4. Carries out established techniques for safe administration of medications and parenteral fluids as per policies and procedures |  |  |  |
| 5. Demonstrates knowledge of anesthetic drugs, actions and side effects. |  |  |  |
| 6. Appropriately responds to the patient in an emergency or physically distressful situation. Makes decisions reflecting knowledge of dysrhythmia, followed by appropriate treatment |  |  |  |
| 7. Assessment and reassessment of the patient is clearly and concisely communicated in charting. Documentation meets current standards, policies and procedures and is complete. |  |  |  |
| 8. Utilizes initiative; strives to maintain steady level of productivity; self-motivated.  |  |  |  |
| 9. Counts narcotics with another RN according to policy. |  |  |  |
| 10. Performs as liaison to patient/family by providing accurate and timely information to ensure patient/family participation in care. |  |  |  |

| **Leadership** | **E** | **M** | **D** |
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| 1. Demonstrates appropriate delegation of tasks and duties in the direction and coordination of health care team members, patient care and unit activities |  |  |  |
| 2. Identifies and communicates problems on the unit, pursues feedback for resolution; actively participates in resolution methods. |  |  |  |
| 3. Uses past experiences and results to analyze present problem situations for effective decision making; demonstrates ability to transfer information from one situation to another. |  |  |  |
| 4. Assertively attempts to solve minor problems of care, relationships, equipment, supplies, environments prior management intervention; documents actions and communicates actions to the Director of Nursing. |  |  |  |
| 5. Delegates duties and tasks to others after assessment of competency, determination of scope of responsibilities, and awareness of staff member’s performance standards. |  |  |  |

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| 6. Demonstrates and utilizes effective leadership and decision making skills. |  |  |  |
| 7. Appropriately utilizes management resources for problem resolution. |  |  |  |
| **Staffing** | **E** | **M** | **D** |
| 1. Remains flexible in staffing patterns and resolution of staffing conflicts |  |  |  |
| 2. Maintains awareness of posted time schedules and creates personal mechanism to remain up to date with changes. |  |  |  |
| 3. Follows established procedure for schedule changes. |  |  |  |
| 4. Demonstrates flexibility in requesting and granting time changes. |  |  |  |
| 5. Communicates with management when staffing assistance is required; if help is not available, assists to adjust assignments and set priorities. |  |  |  |

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| **Accomplishments during this Evaluation Period:** |
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| **Goals and Performance Improvement Plan:** |
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| **Additional Comments:** |
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Your signature indicates your understanding of the job description, and that there is **no** reason you cannot perform the functions of this job as required.

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| Employee Signature |  | Date |
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| Evaluator Signature |  | Date |