



GREENWICH HOSPITAL

JOB DESCRIPTION

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON_EXEMPT

To be part of our organization, every employee should understand and share in the YNHHS Vision, support our Mission, and live our Values. These values-integrity, patient-centered, respect, accountability, and compassion - must guide what we do, as individuals and professionals, every day.

SUMMARY

The Registered Nurse practices within the Patient and Family Centered Care Model will assess, plan, implement and evaluate care for patients, coordinate ancillary staff and collaborate with interdisciplinary health care team . EEO/AA/Disability/Veteran.

Weight (%)

RESPONSIBILITIES

1. Nursing Practice/Nursing Process

- 1.1 Delivers and coordinates safe, competent, and effective patient focused care demonstrating knowledge and clinical proficiency within their practicing specialty area.
- 1.2 Performs individualized, age specific, population specific and culturally sensitive patient focused care through the use of the nursing process.
- 1.3 Communicates patient's condition and the initial and revised plan of care with nurses and other members of the multidisciplinary team using SBAR techniques and bedside shift reporting assuring continuity of care.
- 1.4 Develops plan of care upon admission and reviews/updates daily based on multidisciplinary findings and physician orders.
- 1.5 Manages decision making situations by recognizing the acuity and complexity of patient condition and their environment.
- 1.6 Evaluates and directs care during hospitalization, and assists in designing a comprehensive discharge plan for patients with the multidisciplinary team.
- 1.7 Documents nursing care in the electronic medical record according to professional standards of documentation and Greenwich Hospital policy.
- 1.8 Respects and preserves patient/designated surrogate rights based on a code of ethics or ethical framework (e.g., safe, compassionate, competent care; informed decision making regarding daily/end-of-life care; dignity; privacy, confidentiality; and accountability).
- 1.9 Identifies needs of patient/family for support systems/resources and make appropriate referrals.
- 1.10 Demonstrates responsibility and accountability for ensuring best practices and delivery of nursing care according to ANA standards.
- 1.11 Administer medications, calculate doses when appropriate and maintain current knowledge of medications and IV therapy.
- 1.12 Assess and reassess pain, intervening with appropriate pain management therapies.
- 1.13 Initiate and maintain oxygen therapy per physician orders, non-invasive blood pressure and oximetry.
- 1.14 Provides patient and family education specific to their needs and appropriate to the care, treatment, and services provided.
- 1.15 Assess and reassess patient's risk for falls, initiating appropriate fall prevention monitoring.
- 1.16 Performs staging of wounds and treatments for patients with acute and chronic wounds.



**GREENWICH HOSPITAL
JOB DESCRIPTION**

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON_EXEMPT

Weight (%)

RESPONSIBILITIES

- 1.17 Completes annual skills competency validation.
- 1.18 Completes mandatory hospital education and training.
- 2. Professional Integration
 - 2.1 Serves as a positive professional role model demonstrating accountability and responsibility through professional behavior.
 - 2.2 Demonstrates respect of others beliefs and values in a diverse workplace.
 - 2.3 Acknowledges each individual's dignity and value to the unit/organization.
 - 2.4 Demonstrates commitment to offering nursing services of superior quality and value.
 - 2.5 Continues to update knowledge on current national trends and evidenced-based practice.
 - 2.6 Effectively and efficiently allocate resources, including cost management activities.
 - 2.7 Understands the role of nursing within Greenwich Hospital
 - 2.8 Provides mentoring of new staff member to promote effective team relationships.
 - 2.9 Projects a professional demeanor.
 - 2.10 Maintains 8 hours of continuing education each year (not including mandatory education).
 - 2.11 Maintains a consistent record of punctuality.
 - 2.12 Maintains an acceptable record of attendance for a professional nurse.
- 3. Leadership
 - 3.1 Uses effective communication, time management and prioritization skills.
 - 3.2 Accountable for decision making related to patient and staff safety.
 - 3.3 Acts as a charge nurse in the absence of nurse manager/clinical coordinator.
 - 3.4 Delegates work assignments to nursing staff and allied healthcare workers appropriately.
 - 3.5 Provides feedback to nursing staff and allied healthcare workers when appropriate.
 - 3.6 Uses problem-solving skills within the work environment.
 - 3.7 Supports nurse manager's leadership and management style.
- 4. Communication/Collaboration
 - 4.1 Demonstrates a commitment to honor and respect the dignity of each person within their department/unit
 - 4.2 Uses effective communication skills when working with others to create an atmosphere of collaboration.
 - 4.3 Promotes teamwork and cooperation through open communication skills and problem-solving techniques.
 - 4.4 Expresses self clearly, courteously, concisely and intelligently.



**GREENWICH HOSPITAL
JOB DESCRIPTION**

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON_EXEMPT

Weight (%)

RESPONSIBILITIES

- 4.5 Accepts suggestions and feedback from others.
- 4.6 Seeks opportunities for continuous professional development.
- 4.7 Attends 75% of staff/department meetings per year.
- 4.8 Remains informed about Staff/department communication and events through meeting minutes and posted communications.
- 5. Quality/Performance Management
 - 5.1 Contributes to department effectiveness by offering suggestions and ideas that improve performance.
 - 5.2 Collaborates with co-workers to improve department efficiency.
 - 5.3 Uses creativity and originality to create an environment of service excellence.
 - 5.4 Recognized as a model of excellence as described in the Seven Standards of Exceptional Service.
- 6. Support of Unit Goals
 - 6.1 Dedicates work time in the areas of leadership, education, nursing practice or performance management to support advancement of unit goals in agreement with the Nurse Manger.
- 7. Teamwork
 - 7.1 Embraces shared goals versus narrower interests: actively cooperative vs. competitive or non-committal.
 - 7.2 Seeks to understand other's priorities and processes, and openly shares potentially useful information.
 - 7.3 Understands the importance to the team/group of consistently dependable work.
 - 7.4 Recognizes and takes opportunities to help others through handling an already full workload.
- 8. Knowledgeable/Accountable/Fiscally Responsible
 - 8.1 Continually seeks ways to sustain and improve one's skills.
 - 8.2 Grasps opportunities for feedback and coaching, as the means to contributing one's best.
 - 8.3 Focuses on performance improvement as an opportunity for learning and an obligation for excellence.
- 9. Flexible/Open-Minded
 - 9.1 Listens with an open mind to other's opinions in the spirit of finding and following the best ideas.
 - 9.2 Willingly sets aside familiar techniques and procedures to learn a new, more effective approach.
 - 9.3 Responds to sudden or frequent changes in assignments and priorities by seeking ways to adjust most effectively.
 - 9.4 Suspends judgement on policies and decisions, which present difficulties, allowing time to earnestly assess their pros and cons.
- 10. Treats the people we serve as guests.



**GREENWICH HOSPITAL
JOB DESCRIPTION**

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON EXEMPT

Weight (%)

RESPONSIBILITIES

- 10.1 Welcomes patient, visitors and staff in a warm, friendly manner; is courteous; makes eye contact and smiles; introduces self by name and, when appropriate, by position; addresses people by name whenever possible.
- 11. Listens to patients, visitors and staff and acts promptly to address concerns.
 - 11.1 Uses active listening techniques to understand other's needs and acts decisively to resolve problems.
 - 11.2 Promotes teamwork between people and services.
- 12. Respects the privacy and confidentiality of patients, visitors and staff.
 - 12.1 Treats all patient related and other discussions with discretion; eliminates gossip; does not discuss patient or hospital business in elevators or other public areas.
 - 12.2 Is sensitive to issues of private space and personal dignity; always knocks before entering a room and introduces self when meeting someone for the first time; closes curtains and doors; provides robes and blankets as appropriate.
 - 12.3 Uses the staff elevators to transport patients.
- 13. Presents a professional image.
 - 13.1 Wears name-badge in a highly visible location; adheres to department dress code; makes sure that appearance is appropriate for professional role.
 - 13.2 Practices good personal hygiene and grooming. Is neat and clean. Avoids colognes, perfumes and after-shave lotions.
 - 13.3 Communicates clearly and positively with coworkers and positively represents Greenwich Hospital in the workplace and our community.
- 14. Answers the telephone professionally.
 - 14.1 Answers the phone promptly following department guidelines; introduces self and department, and as appropriate, offers assistance. Uses a pleasant tone of voice.
 - 14.2 Is a good listener; focuses on caller's needs, clarifies as necessary; follows through on the caller's requests.
 - 14.3 Uses the conference key to transfer calls; explains where the call is being transferred to and the extension for future use; gives information to the receiving department about the caller's needs; brings caller on-line and introduces them.
 - 14.4 Uses communication technology appropriately, (beepers, voice and email, intercoms, overhead pages, etc.).
- 15. Maintains a clean and safe environment.
 - 15.1 Keeps work area safe and clean; keeps hallways clear.
 - 15.2 Corrects unsafe conditions if possible, or, reports them if assistance is required.
 - 15.3 Understands the safety codes and knows how to respond effectively. Knows the location of the Department Safety Manual and is familiar with its contents.



**GREENWICH HOSPITAL
JOB DESCRIPTION**

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON_EXEMPT

Weight (%)

RESPONSIBILITIES

- 15.4 Uses equipment correctly and reports problems promptly.
- 16. Anticipates what services and information people need and takes action to provide it.
 - 16.1 Watches for clues that patients or visitors require assistance. Asks, 'May I help you?'. Escorts them to their destination, if necessary. Encourages people to ask questions.
 - 16.2 Minimizes the anxiety caused by waiting by explaining the reason for the delay to the patient. Communicates with the patient frequently.
 - 16.3 Is sensitive to different cultural, emotional and spiritual needs of people.
- 17. Demonstrates knowledge of the principles of growth and development over the life span, assess data reflective of the patient's status, and interprets the appropriate information to provide the age appropriate care to patients.



**GREENWICH HOSPITAL
JOB DESCRIPTION**

VERSION 3 : 01-01-2019 (APPROVED)

TITLE:	CLINICAL NURSE	POSITION CODE:	001957
DEPARTMENT:	GLOBAL	DEPARTMENT CODE:	00000
SCHEDULE:	RNG	GRADE:	21A
REPORTS TO:	NURSE MANAGER	FLSA STATUS:	NON_EXEMPT

REQUIREMENTS

EDUCATION (number of years and type required to perform the position duties):
Graduate of an accredited school of nursing with a BSN degree.

EXPERIENCE (number of years and type required to meet an acceptable level of performance):
Graduate of an accredited school of nursing with a BSN degree.

SPECIAL SKILLS:

ACCOUNTABILITY (how this position is held accountable for such as goals achievement, budget adherence, or other areas of accountability):

Participates in the coordination of patient care services.

Demonstrates ability to plan, organize and evaluate using good judgement. Is dependable and accountable.

In personal and job-related decisions and actions, consistently demonstrates the values of integrity (doing the right thing), patient-centered (putting patients and families first), respect (valuing all people and embracing all differences), accountability (being responsible and taking action), and compassion (being empathetic).

COMPLEXITY (describe planning, problem solving, decision making, creative activity, or other special factors inherent in the responsibilities of this position):

Approachable, objective, collaborative relationships with all levels of staff and clients.

LICENSURE/CERTIFICATION:

RN in State of Connecticut or Permit; Basic Life Support (BLS)

INFORMATIONAL

SPECIAL WORKING CONDITIONS AND PHYSICAL DEMAND:

May be exposure to infectious diseases. Will be exposed to physical, mental and emotional illness as well as end of life conditions and death. Moderate stress and risk of injury from patient care.

Standing/walking for more than half of the day. Frequently bending, reaching, pushing, pulling, twisting and lifting. Must be able to assist pushing/pulling/lifting patients ranging from five (5) to three hundred (300) pounds.

Departmental Approval: Ashley Cooke Date: _____

Human Resources Approval: Ashley Cooke Date: _____