



OFFICE OF STATE PERSONNEL
BANDED POSITION DESCRIPTION FORM



Place your cursor on the gray box to begin typing. Use your Tab key to go to the next box.

Name of Employee	Present Classification Title Professional Nurse
BEACON Position Number	Usual Working Title of Position RN
Department, University, Commission, or Agency DHHS/DMH-DD-SAS	Institution & Division Cherry Hospital/Nursing
Street Address, City and County 201 Stevens Mill Road, Goldsboro/Wayne	Section & Unit Nursing Service-
Location of Workplace, Bldg. And Room Number	Supervisor's Position Title & Number
Name of Immediate Supervisor	Work Hours (<i>i.e. 8:00-5:00pm, etc.</i>)
Work Schedule (<i>i.e. Mon-Fri, rotating shifts, etc.</i>)	

Primary Purpose of the Organizational Unit:

The Nursing Services Division insures a qualified staff provides patient care and nursing services on a continuous 24/ 7 basis. Identifies clinical operational needs; collaborates in the development, implementation, and expansion of learning opportunities and skill development for all staff. The employee works within general policies and procedures, exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of regulatory standards, supervisory techniques, and personnel policies.

Primary Purpose of Position:

The primary purpose of the journey level professional nurse is to perform specialized nursing and medical treatment and care to developmentally disabled patients who are medically fragile. This position develops nursing care plans based on diagnosis and pertinent medical information, patient needs, and patient-care problems; independently carries out the nursing care process and sets up an environment to assist patients in obtaining maximum level of functioning or recovery. This position instructs other disciplines on campus and the community as it relates to health care needs. This position serves as the Ward Nurse in the absence of the Clinical Manager/Shift Manager and guides and instructs LPNs and HCTs in policies and procedures as it relates to the Nursing Department and client needs. Will include rotations to days, evenings, nights, holidays and weekends. Flexible hours may be available. Rotation to all shifts is required. May require overtime. Reporting to work in adverse weather conditions is required.

%	<p>Description of Work: Describe the purpose of the job, and the major functions in which the employee participates or for which the employee is responsible. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function. (Note: Typing space will expand as you type)</p>
30%	<p><u>Direct Client Care:</u></p> <ul style="list-style-type: none"> * Assesses and evaluates nursing care and client medical needs of those clients assigned to his/her care. Assists medical provider on daily rounds for the purpose of medical management of the client and information sharing with attending medical provider. * Makes independent rounds on units to assure prescribed care is being administered and necessary follow up is completed. Monitors medical restraint orders, application of restraints and assures proper documentation and notification are complete. Participates in admission, discharge and transfer of clients. Monitors feeding programs of clients to include all methods i.e. by mouth and tube. Monitors and assesses intake and output. Accompanies clients to clinics, medical appointments and other hospital admissions as requested by medical provider or supervisor. * Performs venipuncture as ordered by medical provider. Performs EKGs as ordered by medical provider. Assesses, treats or refers client injury to appropriate medical personnel. * Provides/assists medical emergency care to clients. * Proficient in CPR.
20%	<p><u>Medication Administration:</u></p> <ul style="list-style-type: none"> Correctly transcribes medical provider orders accurately. Assures drug security is maintained. * Administers medications as prescribed. * Performs special treatments and procedures, i.e., tracheotomy care. Monitors for side effects of medication. * Inservices staff on medical issues/medication. * Assures documentation on Medication Administration Record is complete and correct. * Assures all needed information is documented in the Nurse Notes.
15%	<p><u>Supervision/Administration (Charge Nurse/Team Nurse) Responsibilities:</u></p> <ul style="list-style-type: none"> Makes out weekly nurse's assignments; changing them as needs arise. * Reassignment of nursing staff according to client needs. This may be for specific cluster or for campus. * Arranges the transport of critically ill clients to other facilities. Assists supervisor in the performance evaluation of the LPNs and Nurse Aids. * Consistently exercises sound professional nursing judgment. * Maintains a harmonious work environment. * Acts as role model by maintaining a courteous, knowledgeable and professional manner at all times. * Utilizes knowledge of and authority granted by the North Carolina Nurse Practice Act, carrying out the delivery of care through ongoing supervision, teaching, and evaluation of assigned licensed and unlicensed personnel. * Actively participates in evaluation of licensed and unlicensed personnel as indicated. * Maintains a harmonious work environment.
15%	<p><u>Interdisciplinary Member:</u></p> <ul style="list-style-type: none"> Attends and participates in Core, Program Planning, Event, Medication Habilitation and Psychotherapeutic Med Meetings as scheduled. * Develops Medical Plan of Care as ordered by and in conjunction with the attending medical provider. * Performs Quarterly Nursing Physical Exams. * Completes Annual Nursing Assessment identifying needs both in and out of nursing realm. * Evaluate outcome criteria to determine extent to which treatment goals are met and plan for subsequent care. Components of evaluation include: Collecting evaluative data from relevant sources; analyzing the effectiveness of nursing interventions; modifying the plan of care based upon newly collected data, new problem identification, change in the client's status and expected outcomes.
15%	<p><u>Training:</u></p> <ul style="list-style-type: none"> Assists with orientation of newly hired nurses. * Writes training and service objectives for clients and actively participates with training. * Provides requested inservice/training to staff. * Assures medication administration is a training time for clients.

5%	<p>Miscellaneous:</p> <ul style="list-style-type: none"> * Keeps supervisor informed of significant events and conflicts in work priorities. Completes forms as necessary. * Assists employee injuries providing appropriate treatment/referral when Employee Health Services are not available. Serves on various committees to plan for Nursing Dept. When necessary, performs any duties listed on the LPN job description.
----	---

Education Requirement:
Graduation from a State Accredited School of Professional Nursing. Prefer working knowledge of seizures, behavior modification, anticonvulsant medication and psychotropic medication is desirable. Computer skills are required.

Necessary Special Qualifications:
Licensed by the N. C. Board of Nursing.

Competencies: *Knowledge, skills, abilities and attributes required in this position? What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

Technical Knowledge: Knowledge of unit organization and standard operational procedures. Ability to lead a team; skill in delegation and making assignments. **Consulting/Advising:** Ability to provide feedback and advice/counsel to nursing staff on care rendered to patients. Ability to plan for and support employees in career development opportunities. **Client/Customer Service:** Ability to work as a team player with multi-disciplinary healthcare staff, facility & custody staff. Ability to deliver services in an organized, timely and methodical manner. Ability to notify patient/client of how to access healthcare. **Critical Thinking:** Ability to independently implement the nursing process (assess, plan, implement & evaluate) to meet patient needs. Ability to be open-minded, organized & systematic, & inquisitive. Ability to be reflective & self-monitoring. Ability to be creative. Ability to demonstrate discernment of patient complaints. **Coaching/Mentoring:** Ability to effectively teach nursing staff through orientation and on-the-job training. Ability to precept subordinate staff on patient care and daily routines. Ability to provide support and assistance to peers/co-workers. **Communication:** Ability to use interview techniques that assist the patient/client in describing his/her symptoms & assist in discerning the situation, using an organization approach. Ability to communicate information to patients, families and staff in a concise & descriptive manner, verbally, in writing, or by demonstration.

(For a complete list of specific competency expectations refer to the standard competency assessment form for the Nursing Department's journey level Professional Nurse.)

License or Certification Required by Statute or Regulation: *Is a license or certificate required? What kind and type?*
License to practice as a Registered Nurse in the State of North Carolina.

Employee's Signature/Title _____ Date _____ Supervisor's Signature/Title _____ Date _____

**Supplemental Information to Assist Organizations
in their Compliance with the Americans with Disabilities Act (ADA)
Checklist for Physical Activities and Requirements, Visual Acuity, and
Working Conditions of the Position**

1. The physical activity of this position (Please check ALL blocks that apply)

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spin at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hands(s) and arm(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to press against something with steady force in order to draw, drag, haul or tug objects in a sustained motion.
- L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Fingering: Picking, pinching, typing or otherwise, primarily with fingers rather than with the whole hand or arm as in handling.
- N. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- R. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position (Please check only ONE block)

- A. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or other wise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- C. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth, perception, and field of vision (Please check only ONE block)

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines such as lathes, drill presses, power saws and mills where the seeing the job is at or within arm's reach; performs mechanical or skilled trades tasks or a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The condition the worker will be subject to in this position (Please check ALL block that apply)

- A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environment conditions: No effective protection from weather.
- C. The worker is subject to both environmental conditions: Activities occur inside and outside.
- D. The worker is subject to extreme cold: Temperature typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases or poor ventilation.
- J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear respirator. (TB & PMU ONLY)
- L. The worker frequently is in close quarters, crawl, space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
- M. The worker is required to function in narrow aisles or passage ways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Immediate Supervisor

Date

Employee's Signature

Date

Section or Division Manager's Signature

Date