



Approved Classification	
Effective Date	
Analyst	
FLSA Status	

**OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM**

Name of Employee	Present University or Beacon Position Number / Proposed Number												
Present Classification Title / Salary Grade Registered Nurse	Proposed Classification Title / Salary Grade												
Usual Working Title of Position Registered Nurse	Department, University, Agency or Commission Department of Health and Human Services												
Institution / Division Broughton Hospital/DSOHF	Section / Unit												
Street Address, City and County 1000 South Sterling Street, Morganton, Burke	Location of Workplace, Building and Room Number												
Name of Immediate Supervisor	Supervisor's Position Title and Number												
Work Schedule Due to the nature of the services the Hospital provides, the work schedule may be changed to accommodate the overall needs of the Hospital. Regular attendance and punctuality are essential functions of this position.	Work Hours (<i>i.e.</i> 8:00 am-5:00 pm, etc.) Work Week – (shift hours) and every other weekend. Work schedule: <table border="0"> <tr> <td><u>8 hour shift</u></td> <td></td> <td><u>12 hour shift</u></td> </tr> <tr> <td>First shift</td> <td>0700 – 1530</td> <td>7am - 7pm</td> </tr> <tr> <td>Second shift</td> <td>1500 – 2330</td> <td>7pm - 7am</td> </tr> <tr> <td>Third shift</td> <td>2300 – 0730</td> <td>11 am – 11pm</td> </tr> </table>	<u>8 hour shift</u>		<u>12 hour shift</u>	First shift	0700 – 1530	7am - 7pm	Second shift	1500 – 2330	7pm - 7am	Third shift	2300 – 0730	11 am – 11pm
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Third shift	2300 – 0730	11 am – 11pm											
<p>Primary Purpose of the Organizational Unit</p> <p>The primary purpose of Broughton Hospital, a state-owned and operated psychiatric hospital, is to admit, evaluate and treat those persons with mental illness. Also, the hospital maintains a safe, humane, and therapeutic environment in which patient's rights, individuality and dignity are respected. Broughton Hospital serves the 37 western-most counties of North Carolina.</p> <p>Broughton Hospital has an operating capacity of 297 beds and two service areas, Adult Services and Specialty Services. Adult Services provides recovery-oriented care for individuals ranging from 18 years of age throughout adulthood. Specialty Services provides recovery-oriented care to our adolescent, deaf, and geriatric populations. Additionally, Specialty Services has a medical unit, providing specialize care to those needing focused medical care.</p> <p>The primary purpose of each service area is to admit, diagnose and treat persons with psychiatric disorders in a holistic manner using a multidisciplinary team approach, to restore them to optimal levels of functioning and return them to the community.</p>													
<p>Primary Purpose of the Position</p> <p>The primary purpose of this position is to provide comprehensive nursing care for patients. The Registered Nurse</p>													

(RN) is responsible for assessing the individual needs (physical as well as psychosocial) of patients to formulate, implement and evaluate the effectiveness of plans of care; and providing patient education. The RN works independently to carry out nursing care processes and set up an environment to assist patients in obtaining maximum level of functioning or recovery. The RN is also responsible for the delegation, supervision, and evaluation of nursing tasks assigned to other licensed and unlicensed nursing personnel. The RN is an integral part of an interdisciplinary team working to assist patients to achieve their optimal potential.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

%	Description of Work Describe in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. 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 as defined by the Americans with Disabilities Act.
30%	<p>*Clinical Responsibilities and Duties</p> <p>Utilizing the various and integrated components of Nursing Process (Assessment, Planning, Implementation, and Evaluation) based on theoretical knowledge, the Registered Nurse does the following:</p> <ol style="list-style-type: none"> 1. Assesses the health status of the patient to determine nursing care needs based on interpretation of collected data, within the time frame designated by regulatory agencies and hospital policies. The following factors are part of the Assessment component: <ol style="list-style-type: none"> a. Collect data to include physical and psychological functions, to determine the influence these factors have on the patient's health status. b. Interpret data and analyze the nature and inter-relationships of collected data to determine their significance in the patient's ability to care for self and participate in treatment regimen. c. Develop a statement of patient's identified problems to determine nursing care indicated, and by which level (licensed/non-licensed) of health care provider. d. Assess for and initiate discharge plan. 2. Plans treatment to provide comprehensive nursing care that addresses physical, psychological, age-specific cultural and spiritual needs of the patient, within the time frame designated by regulatory agencies and hospital policies. The following factors are included, but not limited to, in the Planning component: <ol style="list-style-type: none"> a. Prioritizes patient needs to determine the sequence of dealing with identified problems which may be life threatening. b. Sets realistic goals and outcome criteria for measurement of the patient's progress during hospitalization. c. Initiates plan of care to assist patient in accomplishing goals. d. Participates in interdisciplinary planning to provide nursing input and collaborate with other disciplines in moving patient toward goals. e. Identifies resources for the patient, based on necessity and availability, to meet patient's needs. 3. Implements nursing care according to established plan of care on an ongoing basis, moving patient from dependent to independent role whenever possible. Implementation is carried out within established time frame and includes but is not limited to: <ol style="list-style-type: none"> a. Performs nursing interventions to provide for safety, comfort and a therapeutic environment, utilizing nursing skills. b. Maintains a safe therapeutic environment for patients, staff and visitors. c. Priorities and performing nursing interventions; d. Analyzes responses to nursing interventions; e. Modifies nursing interventions f. Procures identified resources necessary for patient care. g. Follows established guidelines for high-risk patients (e.g. Suicide, Aggression, Seclusion, Restraint, etc.). h. Initiates and coordinates medical and psychiatric emergency measures.

	<ul style="list-style-type: none"> i. Follows and ensures compliance of established Infection Control guidelines. j. Conducts psycho-social intervention (PSI) groups, as assigned. <p>4. Evaluate outcome criteria to determine extent to which treatment goals are met and plan for subsequent care. Components of evaluation include:</p> <ul style="list-style-type: none"> a. collecting evaluative data from relevant sources; b. analyzing the effectiveness of nursing interventions; and c. modifying the plan of care based upon newly collected data, new problem identification, change in the client's status and expected outcomes <p>5. The RN teaches and counsels patients and families for the purpose of assisting the patient in reaching an optimum level of health functioning.</p>
<p>30%</p>	<p><u>*Supervision and Administration</u></p> <ol style="list-style-type: none"> 1. Acts as a role model by behaving in a courteous, knowledgeable and professional manner at all times. 2. Utilizing knowledge of and authority granted by the North Carolina Nurse Practice Act, the Registered Nurse carries out delivery of nursing care through ongoing supervision, teaching and evaluation of assigned licensed and unlicensed nursing personnel (LPNs, CNAs), as indicated. 3. Counsels employees and follows procedure for disciplinary actions when indicated. 4. Actively participates in evaluation process of assigned licensed and unlicensed staff. 5. Monitors compliance with patient's rights 6. Assists with orientation of new employees. 7. Relays new information regarding policies and procedures within an established time frame. 8. Participates in Quality Improvement initiatives as assigned 9. Utilizes computer programs effectively pertinent to daily operations (i.e. nursing communication tool) 10. Serves and participates as a member of service area/hospital committees as appointed
<p>15%</p>	<p><u>*Communication/Documentation</u></p> <ol style="list-style-type: none"> 1. The Registered Nurse communicates and documents patient information relative to all aspects of nursing care practices in accordance with guidelines established by Health Insurance Portability and Accountability Act (HIPAA) and hospital policies and procedures. 2. Communication of information to other persons responsible for, or involved in, the care of the client. The registered nurse is accountable for: <ul style="list-style-type: none"> a. Directing the communication to the appropriate person(s) and consistent with established policies, procedures, practices and channels of communication which lend support to types of nursing services offered; b. Communicating within a time period which is consistent with the client's need for care; c. Evaluating the responses to information reported; and d. Determining whether further communication is indicated. 3. Documentation of information on the appropriate client record, plan of care or other documents must: <ul style="list-style-type: none"> a. Be pertinent to the client's health care; b. Accurately describe all aspects of nursing care including assessment, planning, implementation and evaluation; c. Be completed within a time period consistent with the client's need for care; d. Reflect the communication of information to other persons. 4. Communicating and working cooperatively with individuals whose services may have a direct or indirect effect upon the client's health care and includes <ul style="list-style-type: none"> a. Initiating, coordinating, planning and implementing nursing or multidisciplinary approaches for the client's care; b. Participating in decision-making and in cooperative goal-directed efforts;

	and c. Seeking and utilizing appropriate resources in the referral process.
15%	<p>*Medication Management</p> <ol style="list-style-type: none"> 1. Medication Management in an integral component of patient's care throughout the continuum of hospitalization. Professional nursing staff participates in all aspects of medication management which includes, but is not limited to, the following: <ol style="list-style-type: none"> a. Professional nursing staff administers prescribed medications and treatments per prescribing practitioner's orders utilizing the six rights of Medication Administration, assessing and documenting appropriately per policies and procedures; b. Manages controlled substances in accordance to pharmacy regulations and hospital policies and procedures; c. Maintains cleanliness, safety and security of Medication Rooms, which includes but is not limited to monitoring and disposal of deteriorated and expired medications according to established guidelines; d. Maintain drug security through surveillance and use of locks; <ol style="list-style-type: none"> a. Detect, assess and report medication variances to implement corrective actions; b. Notifies and documents notification of physician for any adverse reaction; c. Provides and documents medication education for assigned patients 2. Completes medication education 3. Utilize the night drug box according to policy.
10%	<p>*Other Duties</p> <ol style="list-style-type: none"> 1. Maintain continuing education/certifications and updates as mandated by North Carolina Board of Nursing and Hospital Leadership. 2. Other duties as assigned by nurse management.

Knowledge, Skills and Abilities Required in this Position

- Knowledge of unit organization and standard operational procedures. Ability to lead a team; skill in delegation and making assignments.
- Knowledge of professional principles, practices and theory of nursing and its application.
- Knowledge of laws, rules and regulations governing the provision of nursing care.
- Knowledge of medical terminology.
- Knowledge of medications and the physiological effect of those medications.
- Ability to guide and counsel subordinate staff and provide feedback and advice/counsel to nursing staff on care rendered to patients.
- Ability to provide patient and family education on disease processes, treatment, and self-care.
- Ability to demonstrate patience in dealing with patients, clients, and families.
- Ability to appropriately respond to emergency situations.
- Ability to independently implement the nursing process (assess, plan, implement and evaluate) to meet patient needs. Ability to base judgments on facts and reasoning. Ability to be open-minded, organized and systematic, and inquisitive. Ability to be reflective and self-monitoring. Ability to be creative. Ability to demonstrate discernment of patient complaints.
- Ability to work as a team player with multi-disciplinary healthcare staff, facility and custody staff. Ability to deliver services in an organized, timely and methodical manner. Ability to notify patient/client of how to access healthcare.
- 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.
- Ability to use interview techniques that assist the patient/client in describing his/her symptoms and assist in discerning the situation, using an organizational approach. Ability to communicate information to patients, families and staff in a concise and descriptive manner, verbally, in writing, or by demonstration.

Education and Experience Required

License to practice nursing as a Registered Nurse in the State of North Carolina

License or Certification Required by Statute or Regulation

Maintain a License to practice nursing as a Registered Nurse in the State of North Carolina.

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