

# FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

**Staff Nurse (LVN, RN)**

JOB DESCRIPTION

June 2021

**REPORTS TO:** Unit Manager

**SUPERVISES:** None

**FLSA CLASSIFICATION:** Non-exempt

## SUMMARY

Assists the nursing staff in providing maximum patient care, assessment, planning, implementation, and evaluation of each assigned patient. Gives direct and indirect patient care as assigned.

## ESSENTIAL FUNCTIONS

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Documents patient care services by charting in patient and department records.
- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; using equipment and supplies as needed to accomplish job results.
- Enters admission/discharge orders.
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

## PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

**QUALIFICATIONS**

- Registered Nurse currently licensed by the State of Texas or Vocational Nurse currently licensed by the State of Texas.
- BCLS certification, or obtain as soon as possible within three months of date of hire
- ACLS, TNCC, ENPC/PALS or obtain within 18 months of date of hire
- Preferred IV Therapy course for LVN's
- Preferred one year of hospital experience.

**PHYSICAL REQUIREMENTS**

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*