

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1942
Grade: FB
FLSA: Exempt

Standard Job Description

Job Title
Clinical Nurse II

Department
Surgery Nursing
General Surgery/Orthopedics-Unit 8S

Job Summary

The Clinical Nurse II is a professional care provider who is responsible and accountable for the overall management of patient case on a specific shift as well as maintaining comprehensive knowledge of patients' condition. Provides safe, effective and individualized care using the nursing process. Performance of these duties require skills, effective working relationships, setting priorities, and demonstrated knowledge of standard operating policies and procedures.

Typical Duties

- Provides general direction, guidance and coordination of patient care activities delivered by other levels of nursing staff
- Makes appropriate and timely decisions in a crisis of emergency situation
- Works and communicates effectively with a variety of individuals
- Applies knowledge of standard operating policies and procedures
- Identifies, plan of care for the total needs of patients considering their age specific requirements
- Operates safely clinical equipment necessary for providing patient care
- Initiates and performs cardiopulmonary resuscitation activities
- Applies the principles of Infection Control and Environment of Care
- Collects assessment data relative to the following factors; biophysical, psychosocial, cultural and spiritual values, environmental, self-care capabilities, safety, infection control, learning needs, and ability to manage continuing care needs after discharge
- Performs reassessments according to divisional/unit standards and patient care needs
- Performs transfer assessments when patients are transferred in or out of the unit
- Ensures completion of transfer assessments
- Performs and ensures formulation and communication of an individualized plan of care derived from assessment data.
- Utilizes assessment data in formulating age specific plan of care consistent with: A) The therapies of other disciplines; B) Standards of nursing practice
- Involves patient/significant others, and collaborates with other health care team members in planning nursing care
- Utilized principles of growth and development across life span in formulating age specific needs of the patients: neonate/infant, child, adolescent, adult, geriatric
- Ensures collaboration and communication with patient/family and other health care team members are accomplished
- Ensures implementation of the nursing plan of care
- Performs interventions and ensures implementations are done in a competent, skillful and safe manner
- Ensures that patient's responses to interventions are evaluated and modified accordingly
- Ensures provision of interventions to meet patient identified discharge needs

Typical Duties continued

- Ensures education is provided to patient and family based on assessed learning needs
- Ensures accurate documentation
- Ensures the staff records pertinent information
- Records accurately, concisely and legibly
- Signs documentation with legible full signature and classification
- Ensures comprehensive delivery of patient care
- Adheres to and ensures staff follows principles of: infection control, environment of care
- Demonstrates competence in the safe and effective use of clinical equipment and ensure staff does the same
- Evaluates effectiveness of plan of care and revised interventions as appropriate
- Demonstrates leadership/management ability; competent in making patient care/staff assignments
- Identifies staffing needs to ensure safe, quality patient care
- Facilitates timely admission of patients to the unit
- Ensures timely discharge of patients
- Plans, coordinates team/unit care problems in a timely manner
- Follows the chain of command in referring problems
- Demonstrates and promotes teamwork and effective interpersonal relationships with all health care team members, patients and families
- Demonstrates knowledge of hospital-wide services and makes appropriate referrals as indicated
- Participates and facilitates: quality assessment and improvement activities, unit policy/procedures, unit rounds, patient care team, conferences, end of shift report, CPR/fire drills
- Demonstrates awareness of patient/family rights and ethical/legal issues
- Ensures patient/family confidentiality and privacy are maintained
- Treats patient/family with respect and courtesy
- Takes appropriate actions address ethical concerns for self and staff
- Participates actively in staff orientation and staff development activities for the unit
- Performs as resource nurse/preceptor when necessary
- Facilitates attendance of staff to scheduled educational activities
- Demonstrates responsibility and accountability for professional practice, growth and development
- Maintains certification as required
- Seeks opportunities to improve professional knowledge and skills
- Takes accountability for accurate reporting of unusual occurrences, e.g., medication, errors, patient falls, etc.
- Renews professional license in a timely manner
- Attends safety, infection control in-services and maintains all certifications
- Demonstrates punctuality
- Maintains a good attendance record
- Adheres to departmental dress code policy
- Performs other duties as assigned

Reporting Relationships

Reports to the Nurse Coordinator II

Minimum Qualifications

- Licensure as a Registered Professional Nurse in the State of Illinois
- Current Basic Life Support (BLS) certification
- Current Advanced Cardiovascular Life Support (ACLS) certification
- One (1) year of current Medical/Surgical nursing experience within an acute care setting

Preferred Qualifications

- Bachelors of Science in Nursing from an accredited college or university
- Bilingual English/Spanish

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong interpersonal skills
- Analytical skills and problem solving skills
- Mathematical skills relative to medicine, weights, etc.
- Emergency response skills
- Attention to detail
- Work to deadlines
- Demonstrate attention to detail, accuracy and precision
- Ability to convey information to a variety of people from different socio-economic backgrounds
- Flexibility and adaptability in performing duties
- Ability to consistently push, pull, twist, turn, bend, kneel, stoop, lift and reach above shoulder and stand for prolonged periods of time.

Physical Demands Summary									
Activity	Frequency				Activity	Frequency			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist/Turn		O		
10 lbs. or less			F		Climb		O		
11 - 20 lbs.			F		Crawl			N	
21 - 50 lbs.			F		Reach above Shoulders		O		
51 - 100 lbs.			N		Reach Outward			C	
100 + lbs.			N		Handling/Fingering			C	
					Stand			C	
Push/Pull:					Walk			C	
12 lbs. or less			F		Sit			O	
13 - 25 lbs.			O		Bend			C	
26 - 40 lbs.			O		Squat Kneel			O	
41 - 100 lbs.			N						
					Type/Keyboard:			O	
					Visual Requirements:			C	
Key: N - Never O - Occasional; 1 - 33% of time F - Frequent 34 - 66% of time C - Constant 67 - 100% of time									

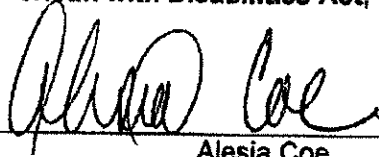
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.


Approval:



Alesia Coe
Associate Nurse Executive, Inpatient


Date

Approval:


Gladys Lopez
Chief of Human Resources


Date