

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



Job Code: 3999
Grade: RG1
FLSA: Exempt

Standard Job Description

Job Title
In-House Registry Nurse

Department
Patient Care Services

Job Summary

The In-House Registry nurse provides professional nursing care to all patients/detainees of various ages utilizing the nursing process of assessment, planning, intervention and evaluation. Effectively interacts with patients/detainees, correctional officers, peers, department heads, physicians and a multi-disciplinary health team. Maintains standards of professional nursing. Utilizes critical thinking and problem-solving skills to drive positive patient outcomes. Practices within the scope of the Nurse Practice Act.

Demonstrates accountability for leadership by directing, supervising and coordinating the activity of ambulatory and infirmary personnel, including the Licensed Practical Nurse (LPN) and other nursing support staff assigned to the area. Responsible for offering constructive suggestions for the improvement of patient care, clinical management, inter-departmental relationships and health education of patients/detainees. Demonstrates flexibility and participates in environmental change. Demonstrates a leadership role in quality improvement and fiscal accountability.

Typical Duties

- Applies and documents all elements of the nursing process, through assessment, planning, implementing and evaluating the delivery of care for patients of all ages (evaluates patient outcomes).
- Utilizes a multi-disciplinary approach to ensure the highest quality of patient care.
- Uses critical thinking and clinical judgment throughout the decision making process.
- Delegate specific tasks to other care givers (LPN, other support staff) and assumes responsibility for all patient care.
- Works with patients, families and other healthcare workers as necessary to assist patients to their attainable level of wellness.
- Fosters illness prevention through assessment of detainee Health Request Forms, assessment and triage of patients and focusing (promoting) patient education.
- Participates in division/unit meetings, unit/divisional decision making, cost containment and quality improvement activities.
- Supports the Department of Patient Care Services policies, procedures, and standards. Supports divisional/unit standards of practice and the Institutional Policies and Procedures.
- Assumes responsibility and for maintaining accountability, attendance and minimizing tardiness.
- Assumes responsibility and accountability for maintaining a minimum of 12 (twelve) hours of in-service education annually.
- Assumes responsibility and accountability for acquiring and maintaining current knowledge of Correctional Standards.
- Assumes accountability for compliance and attendance at educational training.
- Assumes accountability and responsibility for maintaining current professional licensure, CPR, and other professional certification.
- Contributes and assists with the orientation of new personnel.

Job Code: 3999

Initials:

Typical Duties continued

- Administers medications according to policies and practice standards. Utilizes knowledge of Pharmacology, patho-physiology, mathematics, therapeutic dosage, signs and symptoms side effects in the administration of medications.
- Ensures medication passage to all assigned detainees, reports and documents refusals or omissions.
- Assumes responsibility for patient rounds both on units and tiers.
- Assesses patient need for health care services.
- Physical demands include lifting, standing and walking throughout 100 acre compound
- Demonstrates professional behavior at all times.
- Assesses patient need for emergency care and initiates appropriate action.
- Demonstrates the ability to properly use emergency equipment.
- Facilitates patient transport from division/unit to the emergency room as appropriate.
- Provides supervision and support to LPN's and other support staff.
- Collaborates with physicians, emergency medical technicians, paramedics and all health care team members.
- Fosters collaborative relationship with correctional staff.
- Promotes positive customer relations through a congenial attitude and support for patients, visitors, physicians, correctional staff and other health care team members.
- Participates as requested on committees.
- Ensures consistency and compliance with established documentation policies.
- Maintains safety standards within the correctional environment.
- Maintains ethics and confidentiality.
- Presents a professional appearance in attitude, dress, communication and grooming.
- Fosters professional growth through goal setting and monitoring achievement at a minimum annually.
- Participates in process management in order to meet regulatory agency standards (National Commission on Correctional Healthcare, Joint Commission, OSHA, HIPAA and Corporate Compliance).
- Assumes responsibility for functioning of the unit and serves as a resource person for all unit personnel.
- Reports unit problems and unit activity to House Nursing Supervisor when manager is not on duty.
- Manages assignments as necessary, and informs personnel of changes.
- Assists personnel with priority setting and delegation of work for organized work flow.
- Collaborates with support systems for adequate supplies and equipment for continuity of care for current shift and oncoming shift.
- Makes patient rounds to evaluate patient needs, accomplished care and takes accountability for patient census and care needs.
- Assumes responsibility for implementation of physician's orders and nursing directives for patient's needs.
- Communicates unit activities to Nurse Manager.
- Arranges staffing for oncoming shift. Provides adequate report to charge nurse/manager. Provides adequate report to charge nurse/manager.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Director of Nursing

Minimum Qualifications

- Must be licensed as a Registered Professional Nurse in the State of Illinois
- Current CPR card, required
- One (1) year of nursing experience, required

Preferred Qualifications

- Bachelor of Science Degree in Nursing from an accredited school of nursing, preferred
- Active ACLS certification, preferred

Knowledge, Skills, Abilities and Other Characteristics

- Knowledgeable of policy and procedures relating to infection control, safety, fire, external and internal disasters and other mandatory programs
- Knowledge of Medical Surgical Standards of Care
- Knowledge of skin and wound care
- Knowledge of hypertensive and their side effects
- Knowledge of care and management of the diabetic patient
- Knowledge of fluids and electrolytes
- Basic knowledge and understanding of routine labs
- Knowledge of Ambulatory Care standards
- Basic knowledge of nursing management of the oncological patient
- Basic knowledge of nursing management of the patient with respiratory disturbances, TB, asthma
- Knowledge of demonstrated skills in nursing management of renal patients
- Good physical assessment skills
- Basic knowledge of nursing management of the patients with head trauma and neurological disturbances
- Basic knowledge of nursing management of the patients with musculo-skeletal challenges
- Basic knowledge of nursing management of the patient requiring restorative care
- Competent skills in managing the patient requiring intravenous therapy
- Competent skills in acquiring venous access
- Competent skills in blood drawing
- Competent skills in point of care testing
- Demonstrated ability to inset and manage patients with naso-gastric tubes and digestive disturbances
- Ability to recognize and intervene with signs of hypo and hyperglycemia
- Ability to provide direct patient care to patients
- Ability to observe and collect data to facilitate patient assessment and nursing diagnosis from which a patient care plan is initiated
- Ability to provide written documentation regarding the patient care administered
- Ability to participate in team conferences, in-service presentations, staff meetings, patient care conferences and any other additional training related to patient care and/or management
- Ability to maintain inventory of medical supplies/equipment and prepares appropriate requisitions for the acquisition of same
- Ability to assist in maintaining appropriate records and logs concerning clinic services
- Ability to assist providers in various medical tasks, assist in any emergency situation
- Ability to perform basic interpretation of EKG

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:



Pamela Brown
Director of Nursing

4/12/10

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date