

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



Job Code: 6677  
Grade: RG2  
FLSA: Exempt

**Standard Job Description**

Job Title  
In-House Registry Nurse

Department  
Perioperative-Endoscopy

**Job Summary**

The In House Registry Nurse is a professional care provider who is responsible and accountable for coordinating and providing safe, effective individualized nursing care for patients and supportive care to significant others, assists other professionals in implementing plans of care for assigned shift. In House Registry are required to work a minimum of two (2) shifts per pay period.

**Typical Duties**

- Identifies, plans, and cares for the total needs of the patients, taking into consideration the age specific needs of patients in assigned area of responsibility
- Makes appropriate and timely decisions in a crisis of emergency situation
- Works and communicates effectively with a variety of individuals
- Provides general direction, guidance, and coordination of patient care given by other levels of nursing staff
- Applies knowledge of standard operating policies and procedures
- Operates equipment correctly and safely necessary for providing patient care in assigned clinical area
- Organizes or manages nursing work activities to reflect due consideration for patient needs
- Applies principles of infection control and safety
- Performs admission assessments on assigned patients upon arrival to the unit
- Obtains assessment information from patients/significant others as appropriate
- Collects assessment data as a basis for formulating nursing diagnosis and provides appropriate age specific care relative to the following factors: biophysical, psychosocial, environmental, self-care capabilities, safety, infection control, learning needs, ability to manage continuing care needs after discharge
- Performs ongoing and scheduled reassessments according to divisional/unit standards
- Performs transfer assessments on assigned patients when transferred in or out of the unit
- Provides appropriate clinical care and prepare patients for medical consultation required before the surgical procedure
- Establishes nursing diagnosis/problems, desired outcomes, and interventions based on assessed needs
- Collaborated with patient/significant others, and health care team members in planning nursing care during hospitalization and for discharge
- Develops nursing plan of care that: is consistent with the therapies of other disciplines, based on patient care and nursing practice standards, considers the cultural and spiritual values, considers patient age specific needs relative to these factors: biophysical, psychosocial, environmental, self-care capabilities, safety, infection control, learning needs, discharge planning needs
- Communicates with patient and significant others the nursing plan of care
- Performs interventions in a competent, skillful and safe manner

Job Code: 6677

Initials: \_\_\_\_\_

### Typical Duties continued

- Prioritizes interventions according to patient needs
- Applies principles of growth and development across life span in providing care appropriate to patient's age specific needs
- Provides education to patient and significant others based on assessed learning needs
- Provides appropriate Perioperative Teaching and Postoperative discharge instructions
- Performs the technical aspects of care according to established practice standards: procedures, treatments, IV/blood administration, medication administration, moderate sedation
- Performs or directs cardiopulmonary resuscitation and other lifesaving interventions
- Demonstrates competence in applying the principles of: Standard precaution, Isolation, Asepsis
- Provides interventions to meet patients' identified discharge needs
- Evaluates patients' responses to interventions
- Modifies and implements interventions as appropriate
- Re-evaluates patients' responses
- Records accurately, concisely, either on paper form or electronic, the following information: assessments/reassessments, plan of care, interventions, patient's responses
- Signs documentation with legible signature and classification in paper form and electronic with correct computer sign on
- Performs charge nurse/team leader responsibilities competently when assigned
- Plans and coordinates patient care activities
- Identifies problems and recommended solutions
- Delegates nursing tasks based on the needs of the patient and competence of staff
- Established priorities based on the changing patient care needs
- Participates in standards development quality assessment and improvement activities and research as request or assigned
- Communicates pertinent information to patient physician, nurses and other health care team members as appropriate
- Utilizes the chain of command appropriately to address issues of concern
- Maintains confidentiality in all patient related information
- Provides privacy for patient/family
- Treats appropriate actions to address ethical concerns
- Performs as resource nurse/buddy when assigned
- Assists new hires with information or directions whenever requested and offers assistance as needed
- Conducts CPR drills, fire drills and patient centered conferences or other unit educational activities as requested or assigned
- Maintains certification as required in special areas of practice
- Recognizes own learning needs, and seeks opportunities to meet those needs
- Renews professional license in a time manner
- Attends safety, infection control in-services and maintains Cardiopulmonary resuscitation (CPR) certification annually
- Adheres to dress code
- Performs all other duties as assigned

### Reporting Relationships

Reports to the Nurse Coordinator II

Job Code: 6677

Initials: 

### **Minimum Qualifications**

- Must be licensed as a Registered Nurse in the State of Illinois
- Two (2) years of nursing experience required
- One (1) year of nursing experience in Endoscopy is required
- Must possess an active Cardio Pulmonary Resuscitation (CPR) card. Must provide card at time of interview)
- Must be certified in Advanced Cardiovascular Life Support (ACLS) certification. (Must provide card at time of interview)

### **Preferred Qualifications**

- Bachelor's of Science in Nursing (BSN) from a college or university
- Bilingual in English/Spanish

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge in all areas of care specific to Gastroenterology and conscious sedation
- Knowledge of medicals and IV fluids and correct admission based on patient age and clinical condition
- Demonstrate competence in the safe and effective use of clinical equipment
- Demonstrate working knowledge of the current requirements of accrediting and regulatory agencies
- Excellent interpersonal, verbal and written communication skills necessary to a variety of people from different socio-economic backgrounds
- Strong emergency response skills
- Strong customer service and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to perform a pre-procedure assessment on all patients and reassessment during and post procedure
- Ability to maintain confidentiality
- Ability to resolve complex patient/administration problems and research issues
- Ability to prioritize, plan, and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to walk extensively, lift moderately heavy objects, and climb stairs
- Ability to consistently push, pull, twist, turn, bend, kneel, stoop, lift and reach above shoulder and stand for prolonged periods of time.
- Ability to make appropriate and timely decisions in a crisis or emergency situation
- Ability to work and communicate effectively with a variety of individuals
- Ability to perform and/or direct cardiopulmonary resuscitation activities

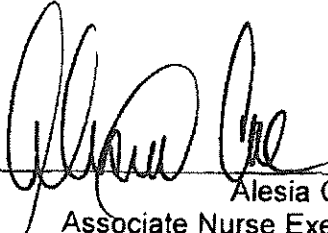
**Physical and Environmental Demands**

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

4/24/16  
\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Gladys Lopez  
Chief of Human Resources

\_\_\_\_\_  
Date