UPMC Beacon Hospital

Job Description

Job Title	Staff Nurse
Department	Cardiac Catheterisation Laboratory
Reports to	Clinical Nurse Manager
Date	June 2012

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

To provide professional nursing skills in assessing, planning, implementing, and evaluating the nursing care for assigned patients. The staff nurse will work closely with the Cardiac Catheterisation Laboratory and Cardiology multidisciplinary team to deliver a high quality Cardiology Service.

Key Responsibilities and Deliverables

- Provides direct care to assigned patients.
- Takes the nursing history, summarizes data, and states nursing diagnoses/patient care needs.
- Observes and records signs, symptoms, and behaviours, including the physiological status of patients; presents the assessment of changes, the proposed revision of interventions and desired outcomes.
- Follows policy for activating an individualised plan of care for newly admitted patients.
- Delivers designated nursing interventions to assigned patients that are consistent with the stated medical plan of care.
- Performs admission, discharge and transfer procedures, and assists others with patient's activities and care.
- Executes physician's orders for all assigned patients; safely and properly administers medications and treatments.
- Notifies appropriate nursing and medical staff to changes in the patient's status.
- Independently performs duties and assumes responsibility for care of assigned patients.
- Performs techniques and routines in the specialty service area.
- Performs or assists others to perform proper aseptic techniques, isolation procedures and infection control measures.
- Documents nursing care in all assigned patient records.
- Maintains patient's privacy and confidentiality of information and records at all times.
- Evaluates care given including the patient response.

- Reassesses and documents the proposed revision of interventions and desired outcomes.
- Demonstrates ability to assess patient's understanding of and compliance with instructions and health care teaching.
- Reviews documentation of instructions, teaching topics, and patient response with the Head Nurse/designee.
- Adheres to internal controls established for department.
- Performs related duties as required.

Clinical Responsibilities:

The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework (An Bord Altranais 2000).*

The post holder will ensure:
- The patients' needs are individually assessed.
- A care plan and evaluation process is planned and implemented.
- The patients' families/significant others are involved as appropriate.
- Patients are cared for in the optimum clinical environment, adhering to all nursing and hospital wide policies and guidelines.
- Full nursing participation in and supervision of patients' meal and special dietary requirements.
- Visiting time policies are adhered to.
- Delegation is appropriate to the skill level and knowledge of the individual to whom the task is delegated.
- Documentation is recorded in a professional, legible and timely fashion.

The post holder will partake in the Total Quality Management processes thereby contributing to:
- The identification of quality/policy/guideline issues.
- The evaluation of current practices to best practice.
- The setting of standards utilising structure, process and outcome.
- All hospital, regional and national audit processes.
- The Hospital Wide Accreditation Cycle.
- Health Promotion initiatives.

Managerial Responsibilities:
- The timely identification and communication of any issues to the Clinical Nurse Manager/Clinical Co-Ordinator.
- Demonstrate a confidence/competence in all hospital policies and guidelines.
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non-pay resources.
- Deputise for the CNM1 as appropriate.
- Participate in all ward and hospital nursing communication processes (ward meeting/staff forums/emails).

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Personal/Professional Responsibilities:
The post holder is expected to:
- Attend in a timely manner all mandatory education sessions.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- Identify potential and beneficial topics for nursing research.
- Utilise all practical opportunities to educate the patient and their families.
- Attend *appropriate* study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff.
- Participate in their performance review with their Clinical Nurse Manager.

Educational Responsibilities:
Under the direction of the Clinical Nurse Managers the post holder will:
- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses and New Staff in the clinical setting.
- Provide feedback to Clinical Nurse Managers in the compilation of proficiency assessments for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Utilizes effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wears Identification Badge when working.

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Person Specification

Qualifications	• An Bord Altranais Registered General Nurse licence in good standing. • BLS required. • ACLS desired.
Experience	• 1 year Cardiology/Cardiac Catheterisation Laboratory experience preferred.
Job Specific Competencies and Knowledge	**Teamwork** • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. **Communication & Interpersonal Skills** • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate an understanding of change management. **Planning and Organising** • Demonstrate evidence of effective planning, organising and time management skills. • Demonstrate flexible approach – to internal rotations, rostering , e.g. night duty, theatre on call, attitude to work. **Knowledge** • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area. • Demonstrate knowledge of national strategies where appropriate to nursing care. **Patient/Customer Focus** • Demonstrate a focus on quality. • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues.
Personal Competencies	• All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee _____   _____

                                             Signature   **Date**