

**BAYLOR ORTHOPEDIC AND SPINE HOSPITAL AT ARLINGTON  
JOB DESCRIPTION/PERFORMANCE EVALUATION**

<b>JOB TITLE:</b>	<b>REGISTERED NURSE-Emergency Department</b>
<b>DEPARTMENT:</b>	<b>POST SURGICAL UNIT</b>
<b>REPORTS TO:</b>	<b>PSU Manager/E.D. Manager</b>
<b>JOB SUMMARY:</b>	Under the direct supervision of the Manager of PSU and the Manager of the Emergency Department. The nurse will interface with visitors, patients, family, and physicians on phone and in person. The nurse will assist with screening patients by obtaining a list of medications and completing the Patient History Assessment. The E,D, nurse is also responsible for implementing the nursing process performing needed pre-op testing and providing patient safety, comfort, and privacy at all times. The nurse will also be responsible for evaluation and care of any Emergency Department patients while on duty. This will include triage of patient, initial assessment, notification of E.D. physician of patient arrival and condition, implementing physician orders and assisting the E.D. physician with any procedures, as needed.
<b>POSITION QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• <b>Education</b></li> <li>• <b>Experience</b></li> <li>• <b>Licenses/Certifications/ Registrations</b></li> <li>• <b>Knowledge/Skills/Abilities</b></li> <li>• <b>Physical Demands (see attachment)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Graduate of an accredited RN school of nursing.</li> <li>• Minimum 2 years experience in a hospital setting.</li> <li>• Current Texas RN License,</li> <li>• Current CPR, BCLS, ACLS, and PALS</li> <li>• Excellent communication skills, verbal and written. Good organization habits.</li> <li>• Ability to adapt to change quickly, strong knowledge base relative to surgery procedures and management of the surgical patient.</li> <li>• Understands principles of aseptic technique and their implementation.</li> <li>• Ability to care for patients from infancy to geriatrics</li> <li>• Excellent teaching skills</li> <li>• Basic knowledge of continuous quality improvement ideology.</li> </ul>
<b>ORGANIZATIONAL RELATIONSHIPS:</b>	Supervises: No direct reports.  Contacts/Interacts with: Patients, families, medical staff, multidisciplinary team, and all facility staff  Career Path: Suggested Promotion From: LVN, Tech Suggested Promotion To: Coordinator of PSU
<b>POSITION COMPETENCIES/ RESPONSIBILITIES:</b>	Competencies and responsibilities associated with each position are a combination of <u>hospital wide</u> and <u>department specific</u> standards. The department specific



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				Freq.
Lifting > 50 lbs.			X	
Lifting > 20 lbs.			X	
Pushing > 50 lbs.			X	
Pulling > 50 lbs.			X	
Stooping, Kneeling		x		
Crawl		X		
Climb		x		
Balance		x		

Some = 1 - 4 times/day or 10%    Freq. = 20 - 40 times/day or 33%  
Very Freq. = 100 times/day or 56%

**WORKING CONDITIONS:**

- ( x ) INSIDE [Specify major working conditions]
- ( ) OUTSIDE [Specify major working conditions]

**Physical Requirements:**

- ( x ) Manual Dexterity (eye-hand coordination)
- ( ) Perform shift work
- ( ) Maneuver weight of patients
- ( ) Hear alarm/phone/tape recorder/equipment
- ( ) Walk 6 hours per day
- ( ) Reach above shoulder
- ( ) Repetitive arm/hand movements
- ( x ) Finger dexterity
- ( ) On Call Work
- ( x ) Color vision
- ( x ) Acuity - Near
- ( x ) Acuity - Far
- ( x ) Depth perception

**Hazards:**

- ( ) Exposure to toxic/chemical/detergents
- ( ) Exposure to extreme conditions: hot/cold
- ( ) Exposure to dust/fumes/helicopter drafts
- ( ) Exposure to moving mechanical parts
- ( ) Exposure to potential electrical shock
- ( ) Exposure to X-ray/electromagnetic energy
- ( ) Exposure to high pitched noises
- ( ) Exposure to communicable diseases
- ( ) Exposure to pathogen exposure
- ( ) Exposure to risk exposure
- ( ) Use of latex gloves

**Mental/Emotional Requirements:**

- ( x ) Manage stress appropriately
- ( x ) Handle multiple priorities
- ( x ) Works alone
- ( ) Manage anger/fear/hostility/violence
- ( x ) Work in areas that are confined and/or crowded

**Work Positions (% of time spent):**

Sitting:     \_\_40\_\_%    Standing:     \_\_30\_\_%    Walking:     \_\_30\_\_%

**X ANNUAL REVIEW**

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<b>EMPLOYEE NAME:</b>	<b>REGISTERED NURSE- Myleograms/Emergency Department</b>
<b>DATE:</b>	<b>DEPARTMENT: Post Surgical Unit</b>

**PERFORMANCE EVALUATION**

**PERFORMANCE INDICATORS:**

- 4 – Exemplary                      Constantly exceeds standards and is instrumental in improving the departments effectiveness as a result of individual performance.
- 3 – Good, Solid Performer      Consistently displays good solid performance, meets all job standards.
- 2 – Need Improvement          Meets less than 100% of job standards, Employee Improvement Plan in place.
- 1 – Unacceptable                  Immediate improvement expected to justify employment.

**(UTILITIZE COMMENT SECTION TO DOCUMENT WEAKNESSES, STRENGTHS, EXAMPLES OF EXEMPLARY PERFORMANCE, ETC.)**

**HOSPITAL-WIDE CORE COMPETENCIES/RESPONSIBILITIES**

<b>JOB KNOWLEDGE/RESPONSIBILITIES/PRODUCTIVITY:</b>	<b>Rating:</b>
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- Understands Mission of Baylor Surgical Hospital Arlington, explains role in actualizing the Mission.
- Completes work in acceptable time frame, independently.
- Demonstrates ability to prioritize tasks and demonstrates flexibility as job priorities change, willing to take on new work routines/methods.
- Carries out duties in a way that is most productive/effective.
- Deals with job stress effectively during peak workload occasions.
- Demonstrates a positive, “can do”, attitude.
- Work is accurate and complete.
- Demonstrates knowledge, understanding and application of hospital policies/procedures in performing job functions.
- Uses local resources (manuals, reference materials, colleagues, supervisors) to insure course of action.
- Demonstrates sound judgment in handling situations not covered by written, verbal directions.
- Open to change, manages change positively, willingly evaluates and adapts actions as the hospital and external healthcare environment changes.
- Seeks additional tasks during times of light workload, recognizes duties to be performed although not directly assigned.
- Adheres to attendance, punctuality, meal break and rest period policies.
- Follows dress code and maintains professional appearance at all times.
- Demonstrates willingness to assist/orient new employees and work with students/interns as they learn about the healthcare industry.
- Willingness to adjust personal schedule periodically as workload fluctuates and department needs require.
- Identifies and makes recommendations for department processes to improve in service effective and efficiency.
- Takes responsibility to complete initial/annual competencies as directed.
- Willingly keeps up with information necessary for job, identifies learning needs.
- Attends 100% of department meetings/ or reviews presented information.
- Assumes responsibility for continuing education requirements if applicable.

**COMMENTS:**

<b>CUSTOMER SERVICE/RELATIONSHIP/COMMUNICATIONS:</b>	<b>Rating:</b>
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<ul style="list-style-type: none"> <li>• Functions as a team member, exhibiting sensitivity, fairness, courtesy, trust, respect and willingness to balance personal needs with group needs, taking initiative to help as needed.</li> <li>• Communicates information about customers/employees only as necessary to conduct hospital related business.</li> <li>• Communication is clear and concise, FREE OF GOSSIP, respectful, confidential, friendly and courteous.</li> <li>• Listens actively to promote harmonious and cooperative working environment.</li> <li>• Consistently communicates verbally and nonverbally in a manner that demonstrates a positive and cooperative attitude.</li> <li>• Adheres to strictest confidentiality in dealing with patients, families, hospital personnel and the public.</li> <li>• Keeps supervisor apprised of work progress.</li> <li>• Accepts and acts upon constructive criticism in a positive manner in order to upgrade abilities.</li> <li>• Has a pro-active attitude about problem resolution. Channels suggestions, criticism, and questions to the appropriate personnel.</li> <li>• Deals with conflict by confronting, forgiving, and moving on.</li> <li>• Responds to request promptly and courteously, demonstrates willingness “to go the extra mile”.</li> <li>• Treats all contacts as customers/guest. Understands own role in organization regarding customer service.</li> <li>• Anticipates customer’s needs and provides for them as quickly as possible.</li> <li>• Models core values to co-workers continuously.</li> <li>• Provides department directors, co-workers, and employees with reliable, pertinent information related to work performance.</li> <li>• Demonstrates sound command of the primary language needed for the performance of duties.</li> <li>• Stress excellence in telephone etiquette.</li> </ul>	
<b>COMMENTS:</b>	
<b>ENVIRONMENT OF CARE/PATIENT SAFETY:</b>	<b>Rating:</b>
<p><b><u>Safety</u></b></p> <ul style="list-style-type: none"> <li>• Follows hospital and departmental safety policies and procedures.</li> <li>• Applies “safety first” philosophy in all practices.</li> <li>• Promptly reports unsafe situations/conditions to supervisor.</li> <li>• Utilizes occurrence-reporting system as indicated.</li> <li>• Uses appropriate body mechanics/lifting techniques.</li> <li>• Uses precaution associated with radiation hazards.</li> </ul> <p><b><u>Security</u></b></p> <ul style="list-style-type: none"> <li>• Wears name badge at all times.</li> <li>• Knows and implements proper notification procedures for security issues</li> <li>• Follows policies and procedures regarding locked areas in building.</li> </ul> <p><b><u>Hazardous Materials/Waste</u></b></p> <ul style="list-style-type: none"> <li>• Locates and correctly uses MSDS manual.</li> <li>• Explains process in cleaning up spills.</li> <li>• Uses appropriate personal protective equipment when working with or near hazardous materials.</li> <li>• Stores, handles, dispose of hazardous material appropriately.</li> </ul> <p><b><u>Emergency Preparedness/Life Safety</u></b></p> <ul style="list-style-type: none"> <li>• States codes and individual role in responding to Fire, Severe Weather, Bomb Threat, Internal and External Disaster situations.</li> <li>• Knowledgeable of facility Bioterrorism Plan and role in community.</li> <li>• Able to describe/demonstrates RACE and use of fire extinguishers.</li> <li>• Locates and currently uses Safety Manual as a reference.</li> </ul> <p><b><u>Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Uses equipment safely and accordingly to manufactures instructions.</li> <li>• Recognizes equipment malfunction and report promptly.</li> </ul>	

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- Aware of “Safe Medical Device Act” and reports accordingly.
- Competencies to use equipment are documented prior to use with patient.

**Utilities**

- Notifies appropriate director of water/electric/telephone problem noted.
- Demonstrates response to a partial or complete utility system failure appropriate to position.
- Knows location and procedure of “shut off” controls as applicable to position.

**COMMENTS:**

**INFECTION CONTROL/EMPLOYEE HEALTH:**

**Rating:**

- Demonstrates knowledge of standard precautions and aseptic technique.
- Locates and utilizes personal protective equipment as applicable.
- Demonstrates proper hand-washing technique.
- Utilizes Infection Control/Employee Health manual as a references as needed.
- Follows T.B. control plan, cooperates with required testing.
- Reports exposures promptly and seeks assistance for care/follow-up.
- Follows policies and procedures regarding injuries prevention, reporting and follow-up on employee injuries.
- Keeps work area clean and neat.

**COMMENTS:**

**PERFORMANCE IMPROVEMENT:**

**Rating:**

- Review “Sentinel Event Alerts” and applies recommendations into policies/ procedures/practices as appropriate.
- Meet customer expectations by actualizing “EDGE” – Every Day Giving Excellence.
- Assists in evaluating new products, techniques and/or methods and provides appropriate feedback for improvement purposes.
- Knowledgeable of hospital Performance Improvement Program, and role of department and individual employee.
- Participate on Performance Improvement teams to improve processes whenever possible.
- Implements actions, as appropriate, recommended by Performance Improvement teams.
- Knowledgeable of identification and reporting of a Sentinel Event.

**COMMENTS:**

**PATIENT RIGHTS/ETHICS AND COMPLIANCE:**

**Rating:**

- Demonstrates understanding of Patients Rights and Responsibilities.
- Demonstrates knowledge/awareness of Advance Directive, Organ/Tissue Donation, Grievance policy Ethical Issue Resolution Policy, Organizational Ethics Policy and Forensic Staff Orientation and Education.
- Demonstrates knowledge of cultural, spiritual, and age related consideration when interacting/caring for patients.
- Employee’s conduct reflects the organizations values and commitment to the code of conduct.
- Ethics and Compliance policies and procedures are followed where applicable to job responsibilities.

**COMMENTS:**

**POSITION COMPETENCIES / RESPONSIBILITIES**

**Rating:**

- Performs direct patient care within scope of RN practice and according to hospital policies and procedures.
- Demonstrates knowledge and skill level necessary to assess patient’s psychosocial, educational and physical needs, as well as the ability to address these needs in an age appropriate manner in

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the pediatric, adolescent, adult and/ or geriatric patient population.

- Responds quickly and appropriately to emergency situations.
- Identifies educational needs, implements and evaluates learning and documents patient / family education.
- Manages acute and chronic pain on all patients but especially post procedure or surgical patients to assist in alleviating suffering and improving healing.
- Delivers medication based upon continual assessment, safety, and evaluation of patient response.
- Responds to patients presenting to hospital with healthcare need and perform MSE follows policies and procedures for follow-up.
- Follows all documentation policies.

**COMMENTS:**

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**PERFORMANCE EVALUATION TOTALS**

**Employee Name:** \_\_\_\_\_

**Evaluation Key:**

**Weighted Score**

- |                                                     |                                              |
|-----------------------------------------------------|----------------------------------------------|
| I. Hospital-Wide Core Competencies/Responsibilities | _____ X .50 = _____<br>(Total Score ÷ 6)     |
| II. Position Competencies/ Responsibilities         | _____ X .50 = _____<br>(Total Score ÷ _____) |
|                                                     | <b>Total Score</b> = _____                   |
|                                                     | <b>Merit Increase</b> = _____                |

**Recommended Goals to Enhance Effectiveness:**

**Employee Comments:**

**Acknowledgements/Approvals:**

Employee Name	Date
Director/Supervisor	Date
Human Resources Representative	Date

**Salary Adjustment:**

_____	+	_____	=	_____
<b>Current rate</b>		<b>amt of increase</b>		<b>New Rate</b>
		_____		
		<b>% of increase</b>		

**Effective Date:** \_\_\_\_\_