

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

JOB TITLE:	Pre-Admission Registered Nurse
DEPARTMENT:	Pre-Admissions
REPORTS TO:	Director PREOP/PACU/ Pre-Admissions Charge Nurse
JOB SUMMARY:	Under the direct supervision of the Director of Surgical Services and the Charge Nurse of Pre-Admissions, the nurse is responsible for implementing the Pre-Op holding record (patients' medical record), and the assimilation of the patients' hospital record. The pre-admission nurse is also responsible for implementing the nursing process performing needed pre-op testing and providing for the continuity and quality of nursing care for patients in the POD and PSU areas when required to float to these areas.
POSITION QUALIFICATIONS <ul style="list-style-type: none"> • Education • Experience • Licenses/Certifications/Registrations • Knowledge/Skills/Abilities • Physical Demands (see attachment) 	<ul style="list-style-type: none"> • Graduate of an accredited school of nursing. • Minimum of one (1) years experience in surgery or has completed specialty class for the clinical nurse. • Current Texas Nursing License. • Current CPR, and ACLS required, PALS preferred. • Excellent communication skills. • Good organization habits. • Ability to adapt to change quickly. Strong knowledge base relative to surgery procedures and management of the surgical patient. • Ability to care for patients from infancy to geriatrics. • Basic knowledge of continuous quality improvement ideology.
ORGANIZATIONAL RELATIONSHIPS:	<u>Supervises:</u> No direct report. <u>Contacts/Interacts with:</u> Patients, families, medical staff and ancillary staff. <u>Career Path:</u> Suggested Promotion From: LVN, Tech Suggested Promotion To: Clinical coordinator of unit.
POSITION COMPETENCIES/ RESPONSIBILITIES:	Competencies and responsibilities associated with each position are a combination of <u>hospital wide</u> and <u>department specific</u> standards. The department specific standards include the competencies appropriate to the ages of the customer served. The employee's competencies are evaluated on an on-going basis, and formally documented at least annually as part of the Performance Appraisal process.
HOSPITAL-WIDE CORE COMPETENCIES/ RESPONSIBILITIES	<ul style="list-style-type: none"> • Job knowledge/Responsibilities/Productivity • Customer Service/Relationship/Communication • Environment of Care/Patient Safety • Infection Control/Employee Health and Safety • Performance Improvement • Patient Rights

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**POSITION COMPETENCIES / RESPONSIBILITIES
(specifics included in attached PE document)**

AGE APPROPRIATE CARE:

- Toddler (2 yr to 4 yrs) Preschool (4 yrs to 6 yrs)
 School Age (6 yrs to 12 yrs) Adolescent (13 yrs to 18 yrs) Early Adulthood (18 yrs to 29 yrs)
 Young Adult (30 yrs to 44 Yrs) Middle Adult (45 yrs to 65 yrs) Geriatric (65 yrs and over)
 Not Applicable

PERFORMANCE EVALUATION:

Performance will be evaluated based on hospital-wide and department specific competencies and responsibilities of the position at least annually. Measures of effectiveness will include: observation by manager, director and others, review of documentation, customer feedback, monitoring of quality indicators, participation in team meetings/education opportunities, and self-assessment.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment for the position.

* I have reviewed the job description and received a copy of it. I attest that I can perform all essential functions of this position including the physical and mental/emotional demands of the position with or without reasonable accommodations.

Employee Signature

Date

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PHYSICAL DEMANDS:

PHYSICAL REQUIREMENTS/HAZARDS

Frequency	None	Some	Freq.	Very Freq.
Lifting > 50 lbs.		√		
Lifting > 20 lbs.			√	
Pushing > 50 lbs.		√		
Pulling > 50 lbs.		√		
Stooping, Kneeling		√		
Crawl	√			
Climb	√			
Balance		√		

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

WORKING CONDITIONS:

- (√) INSIDE [Specify major Working conditions]
- () OUTSIDE [Specify major Working conditions]

Physical Requirements:

- (√) 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
- (√) Finger dexterity
- (√) On Call Work
- (√) Color vision
- (√) Acuity - Near
- (√) Acuity - Far
- (√) 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:

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

Work Positions (% of time spent):

Sitting: 10 % Standing: 30 % Walking: 60 %

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ANNUAL REVIEW

EMPLOYEE NAME:	JOB TITLE: PAT RN
DATE:	DEPARTMENT: PAT

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

JOB KNOWLEDGE/RESPONSIBILITIES/PRODUCTIVITY:	Rating:
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- Understands Mission of Medical Centre Surgical Hospital, 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 and 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, and 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.

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COMMENTS:

CUSTOMER SERVICE / RELATIONSHIP / COMMUNICATIONS:

Rating:

- 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.
- Communicates information about customers/employees only as necessary to conduct hospital related business.
- Communication is clear and concise, FREE OF GOSSIP, respectful, confidential, friendly and courteous.
- Listens actively to promote harmonious and cooperative working environment.
- Consistently communicates verbally and nonverbally in a manner that demonstrates a positive and cooperative attitude.
- Adheres to strictest confidentiality in dealing with patients, families, hospital personnel and the public.
- Keeps supervisor apprised of work progress.
- Accepts and acts upon constructive criticism in a positive manner in order to upgrade abilities.
- Has a pro-active attitude about problem resolution. Channels suggestions, criticism, and questions to the appropriate personnel.
- Deals with conflict by confronting, forgiving, and moving on.
- Responds to request promptly and courteously, demonstrates willingness "to go the extra mile".
- Treats all contacts as customers/guest. Understands own role in organization regarding customer service.
- Anticipates customer's needs and provides for them as quickly as possible.
- Models core values to co-workers continuously.
- Provides department Coordinators, co-workers, and employees with reliable, pertinent information related to work performance.
- Demonstrates sound command of the primary language needed for the performance of duties.
- Stress excellence in telephone etiquette.

COMMENTS:

ENVIRONMENT OF CARE / PATIENT SAFETY:

Rating:

Safety

- Follows hospital and departmental safety policies and procedures.
- Applies "safety first" philosophy in all practices.
- Promptly reports unsafe situations/conditions to supervisor.
- Utilizes occurrence-reporting system as indicated.
- Uses appropriate body mechanics/lifting techniques.
- Uses precaution associated with radiation hazards.

Security

- Wears name badge at all times.
- Knows and implements proper notification procedures for security issues (Code: Pink, Purple).
- Follows policies and procedures regarding locked areas in building.

Hazardous Materials/Waste

- Locates and correctly uses MSDS manual.
- Explains process in cleaning up spills.
- Uses appropriate personal protective equipment when working with or near hazardous materials.
- Stores, handles, dispose of hazardous material appropriately.

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Emergency Preparedness/Life Safety

- States codes and individual role in responding to Fire, Severe Weather, Bomb Threat, Internal and External Disaster situations.
- Knowledgeable of facility Bioterrorism Plan and role in community.
- Able to describe/demonstrates RACE and use of fire extinguishers.
- Locates and currently uses Safety Manual as a reference.

Equipment

- Uses equipment safely and accordingly to manufactures instructions.
- Recognizes equipment malfunction and report promptly.
- Aware of "Safe Medical Device Act" and reports accordingly.
- Competencies to use equipment are documented prior to use with patient.

Utilities

- Notifies appropriate Coordinator 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:

INFECTON 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 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:

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PATIENT RIGHTS / ETHICS AND COMPLIANCE:	Rating:
<ul style="list-style-type: none"> • 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. • Employees 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:
<ul style="list-style-type: none"> • Plans and prepares for the pre-admission of the patient. • Plans and provides patient care based upon the nursing process and in accordance with hospital policies, protocols and procedures. • Assesses the needs of the patient while providing for safe and optimum care. • Demonstrates adherence to legal guidelines as related to patient care. • Assumes supervision of nursing care provisions within an assigned nursing unit during an assigned shift. • Utilizes interpersonal skills in an effective manner. • Demonstrates dependability and accountability. • Maintains professional growth. 	
COMMENTS:	

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PERFORMANCE EVALUATION TOTALS

Employee Name: _____

Evaluation Key:

Weighted Score

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

Recommended Goals to Enhance Effectives:

Employee Comments:

Acknowledgements/Approvals:

Employee Name	Date
Director/Supervisor	Date
Human Resources Representative	Date

Salary Adjustment:

_____	+	_____	=	_____
Current rate		amt of increase		New Rate

		% of increase		

Effective Date: _____