



**RENAISSANCE SPECIALTY HOSPITAL
OF CENTRAL INDIANA
(Muncie, Indiana)
ASSOCIATE POSITION DESCRIPTION
ADVANCED PRACTICE NURSE/NURSE PRACTITIONER**

Purpose of Your Position

The primary purpose of your position is to work collaboratively, as a licensed independent practitioner (LIP) with other members of the healthcare team to provide comprehensive health assessment, diagnosis and treatment of individuals with acute or sub-acute illness.

Delegation of Authority

You are delegated the clinical administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

Reporting Relationship

Reports to the Medical Director concerning clinical matters and the Hospital's Chief Executive, concerning matters of employment and maintains a high level of collaboration with Hospital and Facility attending physicians.

Evaluation of Performance

This position will be evaluated based on the Job Description on at least an annual basis.

At-Will Employment

The employment relationship between you and this facility is based upon the mutual consent of both parties. As such, either party can terminate the employment relationship for any reason at any time, with or without cause. Termination without cause will require 30 day notice.

Job Functions

Every effort has been made to make your 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 duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.



Administrative Functions

- Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes in policy and procedure to the Executive Director/Chief Executive
- Provide day-to-day execution of patient care policies and procedures.
- Define, implement the philosophy, objectives, policies and standards for clinical care of patients in accordance with hospital policy and regulatory agency expectations
- With the approval of the Medical Director and Executive Director/Chief Executive, develop and implement policies and procedures for the identification and treatment of the medical needs of the patients.
- Function to assure compliance with Hospital policies, procedures and in accordance with regulatory body expectations.
- Assure the quality and accuracy of clinical documentation
- Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Executive Director as required.
- Maintain a quality working relationship with the medical staff and other health related facilities and organizations.
- Work with the Hospital consultants as necessary and participate in recommended care plan changes as required.
- Work in concert with the Hospital and Health Center Director of Nursing to clinically manage a patient as they proceed through the continuum of the campus
- Assist in standardizing the methods in which work will be accomplished.
- Assist in obtaining resources from community social, health and welfare agencies to meet the needs of the patient.
- Participate in surveys (inspections) made by authorized government agencies.

Clinical Function

- Evaluate upon admission acute care pt. in a timely fashion including history and physical examination, initial admission orders and initial diagnostic tests and consultations.
- Perform comprehensive history and physical examinations on new and established patients.
- Establish medical diagnosis for acute and chronic health problems and implement treatment guidelines.
- Order appropriate diagnostic tests and therapeutic modalities (including, but not limited to laboratory tests, CT, MRI, X-rays, pulmonary function tests, EKG).
- Round with physicians or independently as needed for care of patients.
- Share as scheduled, adequate call coverage for patients under attending physician's care.
- Thoroughly examine all patients on a daily basis as scheduled, and completely review lab and radiological data.
- Document daily, as scheduled, in the medical record, each patient's progress.
- Provide prompt patient care as required during the day.



- Record in the chart, a complete and concise note, including lab data and x-ray results on all patients.
- Record accurate and complete clinical information on history and physical exam sheets.
- Notify attending physicians of any concerning change in patient status.
- Initiate appropriate consultations as directed by physicians
- Perform minor medical tasks, including suturing, removal of drains/staples/stitches, starting peripheral IV's, wound management, etc. as required by physician.
- Assist in providing health related education to all patients.
- Run Codes until a physician arrives or the patient is transported.

Committee Functions

- Participate in or lead committees as appropriate.

Personnel Functions

- Maintain an excellent working relationship with other departments.
- Assure that appropriate identification documents are presented prior to employment and that such records are maintained in the employee's personnel record.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the Hospital and other work arenas as directed.

Staff Development

- Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations.
- Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.
- Remains current in advanced practice changes within specialized area, and where relevant, translates these findings into clinical practice.

Safety and Sanitation

- Follow established departmental policies and procedures, including appropriate dress codes.
- Participate in all fire safety and disaster preparedness drills in a safe and professional manner.
- Follow established infection control procedures when isolation precautions become necessary.
- Follow the procedure for reporting hazardous conditions or equipment.



Patient and Resident Rights

- Maintain the confidentiality of all patient care information.
- Be knowledgeable of the patient's rights, and responsibilities.
- Include the patient, next of kin, and POA in care planning process.

Working Condition

- Works in office areas, and patient rooms as well as throughout the facility.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to falls, burns from equipment, odors, etc., throughout the workday.
- Is subject to hostile and emotionally upset residents, family members, etc.
- May be exposed to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.
- Communicates with the medical staff, nursing services, and other positions temporarily, when necessary.

Education

Graduate of an accredited school of nursing. Successful completion of an approved Nurse Practitioners Program, Masters of Science Nursing. Board Certified or Eligible to be by either AACN or AANP. Possession of an Indiana State RN license, Advanced Practice Nurse License, CSR registration, CPR certification, DEA certification, and ACLS certification is required.

Experience

Patient Care experience in Acute Care and/or Long Term Care Settings, three years preferred.

Specific Requirements

- Must be a Registered Nurse in the State of Indiana and an Advanced Practice Nurse in the State of Indiana
- Experience in geriatric nursing, critical care nursing a plus
- Thorough understanding of the principles of safe effective nursing practices
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.



- Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel and the general public.
- Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as being willing to handle patients and/or residents based on whatever maturity level in which they are currently functioning.
- Must be able to relate information concerning a resident's/patient's condition.
- Must adhere to professional code of ethics (such as NASW Code of Ethics).

Physical and Sensory Requirements (With or Without the Use of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be required to lift residents, medical equipment, supplies, etc., in excess of 50 pounds.
- Must be able to assist in the evacuation of residents.

Acknowledgement

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Hospital needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all inclusive and that the company reserves the right to revise and/or change job requirements and responsibilities as needed.

I further acknowledge that this description is not a contract, in whole or in part, and that I am an employee at will. As such, I understand that my employment can be terminated at will by the facility or I and that termination can be made with or without notice.



Date

Employee Signature

Date

Supervisor Signature