

**The Merlin Healthcare Group  
Medical/Surgical RN Job Description**

<b>Department</b> Medical/Surgical	<b>Position Title</b> RN	<b>Reports To</b> Chief Operating Officer / Chief Nursing Officer
<b>Effective/Revision Date:</b> June 18, 2009, July 11, 2011, September 5, 2013; January, 2015	<b>Supervisor Signature/Date:</b> Terry Merlin, RN (esign)	<b>Hire Date:</b>
<b>Employee Name:</b>		<b>Evaluation Date:</b>
I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.		
<b>Employee Signature:</b> _____ <b>Date:</b> _____		

**POSITION SUMMARY:**

The Registered Nurse holds shift accountability for providing care to patients by utilizing the Nursing Process in accordance with the state Nurse Practice Act and Facility policy and procedures. The registered nurse demonstrates critical thinking skills, scientific judgement and leadership in the anticipation and planning for safe delivery of care; maintains clinical competencies through continuing education; delegates patient care priorities commensurate with the education and experience of the staff available; provides direction and supervision of assigned personnel delivering patient care.

**POSITION RESPONSIBILITIES:**

**STANDARD I – Customer Service/Communication/Interpersonal Skills**

Demonstrates good skills in all forms of communication. Works well with others in a spirit of teamwork and cooperation. Exceed expectations of internal and external customers: Patients, families, physicians, colleagues, visitors and vendors.

**STANDARD II – Job Knowledge/Productivity/Initiative**

Maintains certifications, education and development appropriate for position. Completes position responsibilities by following established guidelines and protocols within the appropriate time frame.

**STANDARD III – THE MERLIN HEALTHCARE GROUP/Facility/Department Policies & Procedures**

Supports, implements and ensures compliance with all THE MERLIN HEALTHCARE GROUP/Facility and department policies and procedures.

**STANDARD IV – Organizational Ethics/Improving Organizational Performance**

Supports THE MERLIN HEALTHCARE GROUP, Facility’s ethics, mission, vision and values. Demonstrates understanding and involvement with Performance Improvement.

**STANDARD V – Position Specific Essential Performance Criteria**

Performs position specific job functions at an acceptable level with minimal direction.

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**Position Minimum Requirement Checklist**

<p align="center"><b><u>Education</u></b></p> <input type="checkbox"/> Less than high school <input type="checkbox"/> High school or GED <input type="checkbox"/> Vocational/Technical <input checked="" type="checkbox"/> 2 yr Associate Degree/Diploma or 4 yr Bachelor's Degree <input checked="" type="checkbox"/> License/Certification (specify): <u>State RN licensure</u> <input checked="" type="checkbox"/> Accredited School of Nursing	<p align="center"><b><u>Mental &amp; Emotional Requirements</u></b></p> <input checked="" type="checkbox"/> Manage stress appropriately <input checked="" type="checkbox"/> Make decisions under pressure <input checked="" type="checkbox"/> Manage anger/fear/hostility/violence of others appropriately <input checked="" type="checkbox"/> Handle multiple priorities <input checked="" type="checkbox"/> Work alone/independently <input checked="" type="checkbox"/> Work in confined and/or crowded areas	<p align="center"><b><u>Personal Protective Equipment</u></b></p> <input checked="" type="checkbox"/> Mask <input checked="" type="checkbox"/> TB mask <input checked="" type="checkbox"/> Gown <input checked="" type="checkbox"/> Goggles/Safety glasses <input checked="" type="checkbox"/> Latex Gloves <input checked="" type="checkbox"/> Face Shields <input type="checkbox"/> Other: ---																																																																																													
<p align="center"><b><u>Experience</u></b></p> <input type="checkbox"/> None <input type="checkbox"/> Less than 1 year <input checked="" type="checkbox"/> 1 – 3 years <input type="checkbox"/> 3 – 5 years <input type="checkbox"/> More than 5 years <input type="checkbox"/> Other: _____ _____ _____	<p align="center"><b><u>Hazards</u></b></p> <input checked="" type="checkbox"/> Exposure to toxic/caustic chemical/detergents <input type="checkbox"/> Exposure to extreme conditions, hot/cold <input type="checkbox"/> Exposure to dust/fumes/gases <input type="checkbox"/> Exposure to moving mechanical parts <input checked="" type="checkbox"/> Exposure to potential electrical shock <input checked="" type="checkbox"/> Exposure to high pitched noises	<p align="center"><b><u>Hazards (continued)</u></b></p> <input checked="" type="checkbox"/> Exposure to communicable diseases <input type="checkbox"/> Exposure to excessive sunlight or work outdoors <input type="checkbox"/> Unprotected heights <input checked="" type="checkbox"/> CRT (computer) equipment <input type="checkbox"/> Operating heavy equipment <input checked="" type="checkbox"/> Exposure to blood and body fluids <input type="checkbox"/> Other: _____																																																																																													
<p align="center"><b><u>Skills</u></b></p> <input checked="" type="checkbox"/> Organizational <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Interpersonal <input checked="" type="checkbox"/> Mathematical <input checked="" type="checkbox"/> Analytical <input checked="" type="checkbox"/> Grammar/Spelling <input checked="" type="checkbox"/> Read/comprehend written instructions <input checked="" type="checkbox"/> Follow verbal instructions <input checked="" type="checkbox"/> Transcription <input checked="" type="checkbox"/> BLS <input type="checkbox"/> ACLS <input checked="" type="checkbox"/> Computer (specify) _____ <input checked="" type="checkbox"/> Clerical (specify) <p align="center"><b>Transcription of MD orders</b></p> <input type="checkbox"/> Department – Specific: _____ _____	<p align="center"><b><u>Physical Requirements</u></b> (Definitions below)</p> <input type="checkbox"/> Sedentary work <input type="checkbox"/> Light work <input type="checkbox"/> Medium work <input checked="" type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work <input checked="" type="checkbox"/> Ability to respond to & restrain aggressive/assaultive patients.  The minimum requirements of this position require the individual to: <input checked="" type="checkbox"/> Stand for <u>5</u> hours a day <input checked="" type="checkbox"/> Sit for <u>2</u> hours a day <input checked="" type="checkbox"/> Walk for <u>5</u> hours a day <input checked="" type="checkbox"/> Perform repetitive tasks/motions <input checked="" type="checkbox"/> Distinguish colors <input checked="" type="checkbox"/> Hear alarm/telephone/tape recorder/normal speaking voices <input checked="" type="checkbox"/> Have good manual dexterity <input checked="" type="checkbox"/> Have good eye-hand-foot coordination <input checked="" type="checkbox"/> Have clarity of vision: Near (<20') Mid (>20' to 20') Far (>20')	<p align="center"><b>Evaluate requirements &amp; activity percentage in time for this position based on the following:</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">1 Not at all</td> <td style="width:20%; text-align: right;">(0%)</td> </tr> <tr> <td>2 Occasionally</td> <td style="text-align: right;">(1-33%)</td> </tr> <tr> <td>3 Frequently</td> <td style="text-align: right;">(34-66%)</td> </tr> <tr> <td>4 Continuously</td> <td style="text-align: right;">(67-100%)</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:5%;">1</th> <th style="width:5%;">2</th> <th style="width:5%;">3</th> <th style="width:5%;">4</th> </tr> </thead> <tbody> <tr> <td>Climb</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Bend</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Crouch</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Squat</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Crawl</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kneel</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Pull with force</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Reach above head</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Reach above shoulder</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Twist at waist</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Push/pull up to <b>50</b> lbs.</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift/carry up to <b>50</b> lbs.</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift from floor level up</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Lift from waist level up</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift from shoulder/head</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> </tbody> </table>	1 Not at all	(0%)	2 Occasionally	(1-33%)	3 Frequently	(34-66%)	4 Continuously	(67-100%)		1	2	3	4	Climb		X			Bend				X	Crouch			X		Squat			X		Crawl	X				Kneel			X		Balance			X		Pull with force				X	Reach above head				X	Reach above shoulder				X	Twist at waist				X	Push/pull up to <b>50</b> lbs.				X	Lift/carry up to <b>50</b> lbs.				X	Lift from floor level up		X			Lift from waist level up				X	Lift from shoulder/head		X		
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**INDICATORS OF PERFORMANCE**

<b>N/A</b>	<b>NOT APPLICABLE</b>	Does not apply – <b>Explain</b>
<b>2</b>	<b>MEETS</b>	Performance fully meets standards
<b>1</b>	<b>DOES NOT MEET</b>	Performance falls below standards

**Standard I – Customer Service/Communication/Interpersonal Skills**

Demonstrates good skills in all forms of communication. Works well with others in a spirit of teamwork and cooperation. Exceed expectations of internal and external customers: Patients, families, physicians, colleagues, visitors and vendors.

		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Demonstrates effective verbal and written communication. Utilizes proper etiquette with Telephone and Electronic mail.				
2.	Demonstrates respect for other’s opinions, judgment, and capabilities; gives recognition and praise.				
3.	Anticipates and provides resolution to issues based on the needs and expectations of our customers.				
4.	Consistently displays professional, compassionate behavior that enhances the public image of THE MERLIN HEALTHCARE GROUP evidenced by professional care of patients and courteous behavior toward the public and co-workers.				
5.	Responds to supervisors, patients and co-workers request for information and assistance in cooperative manner and within appropriate time frame.				
6.	Channels concerns appropriately through Chain of Command; deals with conflict appropriately/privately				
7.	Treats others with respect at all times; maintains a work environment free of harassment, hostility, threats or violence.				

**Standard II – Job Knowledge/Productivity/Initiative**

Maintains certifications, education and development appropriate for position. Completes position responsibilities following established guidelines and protocols within the appropriate timeframe.

		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Demonstrates a thorough knowledge of work practices/responsibilities and emergency procedures.				
2.	Demonstrates initiative and enthusiasm in performing job duties.				
3.	Demonstrates ability to set priorities; utilizes organizational skills to complete duties timely.				
4.	Demonstrates ability to accept and act upon suggestions for improved performance.				
5.	Demonstrates ability to perform work in an accurate and timely manner during periods of increased workload and high stress.				



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2.	Conduct reflects THE MERLIN HEALTHCARE GROUP values; accepts the responsibility to act with absolute honesty, integrity and fairness professionally and personally.				
3.	Attends Code of Conduct training - annually.				
4.	Conducts daily activities in accordance with the Ethics and Compliance Program, policy and directives.				
5.	Verbalizes the process for resolution of ethical issues in the Facility's and how to initiate an ethics consult.				
6.	Maintains privacy and confidentiality (intentional or unintentional) of patient and employee information in verbal, written and electronic form. Limits access to patient/employee information on a job-related need to know basis.				
7.	Complies with THE MERLIN HEALTHCARE GROUP & Facility's risk management program-timely/accurate occurrence reporting.				

**Standard V – Position Specific Essential Performance Criteria**

Performs position specific job functions at an acceptable level with minimal direction..

<b>PRIMARY RESPONSIBILITIES</b>					
	<b>PATIENT RIGHTS</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Demonstrates awareness and respect for the patient/family/significant others dignity and values; identifies cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and educational limitations.				
2.	Maintains and protects patient's security, privacy and confidentiality in all aspects of patient care.				
3.	Knowledgeable of what constitutes an informed consent; facilitates the process of obtaining consent.				
4.	Ensures patient has advance directives; honors the directive within law and Facility policy.				
5.	Involves the patient and/or family in all processes and planning; respecting the Patient's rights. Serves as patient advocate.				
	<b>ASSESSMENT</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Completes assessment/reassessment in accordance with unit Standards of Practice and patient care needs.				
2.	Sensitive to end-of-life care needs for patient and family, including pain management, emotional and spiritual support.				

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3.	All patients on admission will be assessed for existence, nature and intensity of pain. Assess/reassess pain based on Facility standard pain scale (usually 1-10); monitors effect and response to interventions.				
4.	Assesses patients for fall and/or injury risk (including skin integrity); implements appropriate safety interventions.				
5.	Recognizes and reports sign/symptoms of abuse/neglect as identified by Facility criteria.				
6.	Recognizes significant change in patient condition; reassesses and communicates changes to appropriate persons.				
7.	Identifies abnormal lab values and the implications, notifying the physician and modifying care as appropriate.				
8.	Identifies patient needs requiring the intervention of other members of the interdisciplinary team – (Ex: Case Mgmt, Nutrition, Wound Care, etc)				
<b>CARE OF THE PATIENT</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Supervises/assists team members to ensure patient hygiene needs are being met; accountable for the completion of these tasks.				
2.	Develops, implements, updates, evaluates and revises as appropriate an interdisciplinary age-specific patient Plan of Care; based on continuous assessment and interpretation of all available patient data - to meet the identified patient care goals.				
3.	Monitors patients post-procedure/post-operatively according to the Facility policy; identifies post –op complications				
4.	Competent in the minimal safe use of Restraints; utilizes alternative interventions, appropriate monitoring and documentation as required by Facility policy, providing for patient needs/safety.				
5.	Incorporates Facility Medication Safety Initiatives, policy and procedures in the safe administration and monitoring of medications.				
6.	Demonstrates accuracy in administration, monitoring and documentation of all treatments, medications, IV therapies and blood products.				
7.	Competent to recognize the need for and use of designated equipment in resuscitation efforts.				
8.	Implements physician order timely per policy				
9.	Practice is consistent with National Patient Safety Goals				
<b>PATIENT/FAMILY EDUCATION</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>

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1.	Utilizes a collaborative and interdisciplinary process to provide appropriate patient/family education, based on plan of care.				
2.	Provides patient and family education based on assessed learning needs, abilities, preferences and readiness.				
3.	Initiates and provides ongoing education relevant to assessed needs, including: diet, pain management, medication, medical equipment and continuing care needs.				
4.	Provides assigned patients with explanation of all procedures, medication and treatments – documents teaching on Facility specific records.				
<b>CONTINUUM OF CARE</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Assess, collaborate and coordinate meeting patient's care needs during transition from shift to shift.				
2.	Ensures continuity of care by participating in patient transfers to other units or facilities, completing required forms and nurse -to -nurse report				
3.	Ensures that the discharge process provides for continuing care based on the assessed needs of the patient; provides clear time/action specific discharge instructions in clear understandable terminology.				
<b>LEADERSHIP</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Demonstrates clinical expertise and professionalism when responding to emergency situations.				
2.	Communicates patient care needs with physicians and plans for appropriate interventions.				
3.	Recognizes patient care priorities and delegates appropriately based on staff competency and patient need.				
4.	Implements Facility chain of command as appropriate for safe patient outcomes.				
5.	Identifies and ensures that patient need and expectations are being met to assure patient satisfaction				
6.	Adheres to all regulatory and legal requirements on the performance of job duties: Ex: JCAHO, OSHA, Federal and State regulations governing patient care and practice of nursing				
<b>ENVIRONMENT OF CARE</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Reports hazardous conditions and equipment malfunctions to appropriate person; assists in maintaining safe, comfortable and therapeutic environment.				
<b>MANAGEMENT OF HUMAN RESOUCES</b>		<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Demonstrates competence to assess, treat, and care for patients of the age of the population served.				

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2.	Participates in ongoing in-service and education to ensure competency in assigned area of practice.				
	<b>MANAGEMENT OF INFORMATION</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Maintains privacy, confidentiality, security and integrity of patient and organizational data.				
2.	Reviews, clarifies and completes notations of physician orders.				
3.	Concise documentation of clinical information to support the assessment, monitoring, treatment, and education provided during shift.				
4.	Communicates concise complete report to on coming shift.				
5.	Maintains security of personal passwords.				
	<b>INFECTION CONTROL</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>COMMENTS</b>
1.	Communicates actual/potential infection control concerns to the Infection Control Coordinator in a timely manner.				
2.	Serves as effective resource with regard to infection control issues				
3.	Disposes of biomedical and hazardous wastes appropriately at the point of origin				

**AGE SPECIFIC COMPETENCIES:** The staff member must be able to demonstrate the knowledge and skills necessary to provide care based on physical, psycho/social, educational safety and related criteria, appropriate to the age of the patients served in his/her assigned position. The skills and knowledge needed to provide such care may be gained through education, training or experience. Any negative response in this section will be reflected in overall performance rating of the individual and established as a goal for improvement through additional training, education, etc.

<b>LEGEND</b>	<b>METHOD OF ASSESSMENT</b>	<b>SCORING (Please ✓)</b>
Neonatal: Birth- 1 Year		M = Meets Standards
Pediatric: 1 – 11 Years	V = Verbal Response	DNM = Does Not Meet Standards
Adolescent: 12 – 17 Years	E = Examination/Written Response	NA = Not Applicable
Adult: 18 – 64 Years		
Geriatric: 65+		

<b>EXPECTED PERFORMANCE LEVEL</b>	<b>Method of Assessment</b>	<b>Demonstrates the minimum knowledge, skills &amp; abilities for the following patient populations (Please ✓)</b>														
		<b>Neonatal</b>			<b>Pediatric</b>			<b>Adolescent</b>			<b>Adult</b>			<b>Geriatric</b>		
		<b>M</b>	<b>D N M</b>	<b>N A</b>	<b>M</b>	<b>D N M</b>	<b>N A</b>	<b>M</b>	<b>D N M</b>	<b>N A</b>	<b>M</b>	<b>D N M</b>	<b>N A</b>	<b>M</b>	<b>D N M</b>	<b>N A</b>
1. Adapts communication skills to interpret response to treatment				✓			✓									



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2. Modifies interview techniques to identify physical, psycho-social and education needs				✓			✓										
3. Involves patient/ family/ significant others in decision making related to plan of care				✓			✓										
4. Implements appropriate safety precautions for age				✓			✓										
5. Develops plan for and provides age specific care.				✓			✓										
6. Modifies nursing intervention based on age specific response to care				✓			✓										
7. Implements appropriate skin care to maintain skin integrity				✓			✓										
8. Interprets patient data and responses to treatments and medications.				✓			✓										
9. Plans care with frequent breaks for elderly patients				✓			✓										

**Completed the Age Specific Competency for patient care module/educational update. Y N**

**Based on assessment, this RN has been deemed competent to provide care to adolescent, adult and geriatric patients. Y N**

**PERSONAL DEVELOPMENT PLAN**

**Strengths/Accomplishments**


**Skills Improvement/Job Growth**


**THE MERLIN HEALTHCARE GROUP Manager Comments**


**Employee Comments**


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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_