



POSITION DESCRIPTION

UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Name (if applicable): _____ Date: _____

SAP #:

Suggested Working Title of Position: **Registered Nurse (RN)**

State Title:

FLSA Status (choose one): Exempt Non Exempt

Title of the person to whom this position reports:

Does this position have supervisory responsibility? Yes No

If so, how many do they supervise?

POSITION SUMMARY (briefly describe the general purpose of the position)

The **Registered Nurse (RN)** will provide direct patient care as an RN. This professional nursing role will require the ability to coordinate care for patients, triage patients, and work collaboratively with clinic providers, fellows, and staff. Requires the ability to effectively work with patient referral sources, facilitate appointments, coordinate transitions of care, and provide patient education on complex conditions. The RN will work with the individual patient, their families, and providers of care to develop and implement individual health plans.

The University of Arkansas for Medical Sciences (UAMS) has a unique combination of education, research, and clinical programs that encourages and supports teamwork and diversity. We champion being a collaborative health care organization, focused on improving patient care and the lives of Arkansans.

All UAMS employees will treat others with **Dignity and Respect**. We communicate and **share** complete and unbiased **information**, assuring our colleagues receive timely, complete, and accurate information in order make informed decisions. We **participate** in institutional initiatives and **encourage the participation** of others. We **collaborate** in policy and program development, implementation, and evaluation, using **best practices** in delivering quality service. All duties will be performed in accordance with the UAMS Core Concepts of Patient and Family Centered Care set forth by UAMS. These core concepts allow for an approach to health care that shapes policies, programs, facility design and staff day-to-day interactions. It leads to better health outcomes, wiser allocation of resources, and greater patient and family satisfaction. The core concepts of patient and family centered care consist of Dignity & Respect, Information Sharing, Participation, and Collaboration.

<input type="checkbox"/> Close Supervision:	Is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
<input checked="" type="checkbox"/> Supervision:	Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
<input type="checkbox"/> General Supervision:	Normally receives few instructions on day-to-day work and receives general instructions on new assignments.
<input type="checkbox"/> Direction:	This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
<input type="checkbox"/> General Direction:	This position exercises wide latitude in determining objectives and approaches to critical assignments.

KEY RESPONSIBILITIES *(list primary functions of the position, with the percent of time generally allocated to each; percent of time must add up to 100%)*

- The Registered Nurse (RN) delivers nursing care for patients within the limits of the Nurse Practice Act of the State of Arkansas and adheres to institutional policies, procedures and standards. The RN is responsible to adhere to the standard of care defined by UAMS, ANA, and Standards for specialty patient population with support and mentoring by other team members.
- Collects and documents assessment data.
- Develops a Plan of Care (POC) per standard.
- Implements POC including medical order and interdisciplinary approach.
- Evaluates the progress of patient toward attainment of desired outcomes.
- Provides effective patient/family education/discharge planning.
- Administers medication per standard including drug information to patients/families.
- Acts as a resource/supports others.
- Delivers patient care using the principles of the defined nursing modality.
- Delegates care based on UAMS standards, legal and regulatory requirements, specific job description and individual level of education and training.
- Contributes to a positive work environment that is conducive to clinical education while serving as a resource for student nurses and staff.

Customer Service: Interacts with, and assists, the public in a professional and friendly manner as needed. Demonstrates effective communication skills; communicates accurate and complete information; maintains strict confidentiality when necessary. Demonstrates positive working relationships with co-workers, management team, and ancillary departments; follows the Core Concepts of Patient and Family Centered Care and the Basic Code of Conduct Guidelines. Assists internal and external stakeholders, as needed, with exceptional customer service.

Other duties as assigned.

CORE COMPETENCIES *(List only if these have been developed for Performance Management):*

- 1.
- 2.
- 3.
- 4.
- 5.

Machines or equipment used regularly in this role:

100%	Medical Equipment
40%	Computer
20%	Telephone
10%	Printer/Copier/Scanner

Minimum Qualifications *(Essential for the job – the applicant must possess at the time of hire):*

Education, general:	Bachelor’s degree in Nursing, Associate’s degree in Nursing, Diploma RN, or Master’s degree in Nursing.
Education, special or professional:	Must be a graduate of an accredited RN nursing program.
Experience, amount (in years) and type:	Minimum of 1 year of Registered Nursing experience; OR Must be accepted into the UAMS New Graduate RN Residency Program.
Licenses,	

certificates, or registration:	Valid Registered Nursing License
Special knowledge, abilities and skills:	<ul style="list-style-type: none"> • Basic computer skills. • Excellent communication skills. • Strong work ethics and accountability.
Physical Requirements:	

Preferred Qualifications *(Non-essential for the job –the applicant may possess at the time of hire):*

Education, general:	
Education, special or professional:	
Experience, amount (in years) and type:	
Licenses, certificates, or registration:	<ul style="list-style-type: none"> • Current BLS • ACLS certification (or obtain certification within one year of starting in this role)
Special knowledge, abilities and skills:	

Essential Physical Requirements:

Stand (choose one): Never Occasionally Frequently Continuously

Sit (choose one): Never Occasionally Frequently Continuously

Walk (choose one): Never Occasionally Frequently Continuously

Bend, crawl, crouch, kneel, stoop, or reach overhead (choose one):

Never Occasionally Frequently Continuously

Lift/Carry Weight (choose one): 10 lbs or less 11-25 lbs 26-50 lbs 51-99 lbs 100+ lbs

Push/Pull Weight (choose one): 10 lbs or less 11-25 lbs 26-50 lbs 51-99 lbs 100+ lbs

Use hands to touch, handle or feel (choose one): Never Occasionally Frequently Continuously

Talk (choose one): Never Occasionally Frequently Continuously

Hear (choose one): Never Occasionally Frequently Continuously

Taste or smell (choose one): Never Occasionally Frequently Continuously

Read, concentrate, or think analytically (choose one): Never Occasionally Frequently Continuously

Physical Environment (select all that apply):

Classroom Setting Inside Office Environment Inside Medical Facility Environment Outdoor Weather Conditions

Noise Level (choose one): Quiet Moderate Loud

Visual Requirements (select all that apply):

Near visual acuity Far visual acuity Color discrimination Depth perception Peripheral vision Not required

Hazards (select all that apply):

-
- None Biological Chemical Electrical Radiation Environmental Sharp Objects/Tools Dust
Heavy Machinery Vibrations Extreme Temperatures Moisture/humidity Potential for violence/physical altercations

Work Schedule:

➤ **Days (select all that apply):** M-F Weekends Nights Varies-if Varies, please explain:

➤ **Time:**

Work Type:

(choose one): Regular Employee Temporary (assignment is six months or less) PRN/Extra Help (ongoing employment, works as needed)

(choose one): Full Time Part Time

This position **WILL** have patient contact or other duties that will require:

Annual TB (*UAMS Policy 4.5.18*)

Background Check (*UAMS & Medical Center Policy HR.3.02*)

Drug Test (*UAMS Policy 3.1.14*)

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Changes in duty and/or schedule can be made based on business needs, with a two-week notice to the employee.

I have participated in the review of my job and agree with the above description and guidelines. Yes No

COMMENTS:

Employee Signature: _____ Date: _____

As supervisor of this position, I have participated in the review, and agree with, the above job description and guidelines.

Yes No **COMMENTS:**

Supervisor Signature: _____ Date: _____

Please send the signed and dated Position Description to your department scanner, to add this document to the employee's personnel file.

UAMS is an Affirmative Action and Equal Opportunity Employer of individuals with disabilities and protected veterans and is committed to excellence.