

**FULTON COUNTY MEDICAL CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** Registered Nurse Home Care  
**REPORTS TO:** Director, Home Care  
**REVISION DATE:** October 2004

**I. POSITION SUMMARY**

Provides skilled nursing care to the patient in his/her place of residence, through holistic assessment, planning, and education according to patient need  
Demonstrates sound knowledge and is proficient with high tech skills.

**II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:**

1. Graduate of an approved school of professional nursing. BSN preferred.
2. Is currently licensed as a registered nurse by the State of Pennsylvania.
3. Has had at least one (1) year acute care experience.
4. Holds a current Pennsylvania Drivers License.
5. Attains at least eight (8) hours of continuing education, related to nursing, per year.

**III. CUSTOMER FOCUSED EXPECTATIONS (MISSION, VISION, VALUES)**

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services Home Care provides.

**IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)**

1. Stand for long periods of time.
2. Use hands to handle, control, or feel objects, tools, or controls.
3. Use fingers or hands to grasp, move, or assemble small objects.
4. See details of objects that are less than a few feet away.
5. Good communication/speaking skills.
6. See differences between colors, shades and brightness
7. Bend, stretch, twist, or reach out with the body, arms and/or legs.
8. Move two (2) or more limbs together.
9. Use stomach and back muscles to support the body for long periods of time.
10. Use muscles to lift, push, pull or carry heavy objects.
11. Hear sounds and recognize the difference between them.
12. See objects in very low light.
13. Proficient driving skills.
14. Lift at least 37 pounds.
15. Sound writing and teaching skills.

**V. TYPICAL MENTAL DEMANDS (Subject to modification or accommodations as required)**

1. Establish and maintain relationships.
2. Supervise, and direct people as they work.
3. Interact with a variety of people, manage stressful situations and handle conflicts.
4. Capable of changing behavior in relation to others' actions.
5. Identifies problems and uses reasoning to problem solve.
6. Analyze ideas and uses logic to determine strengths and weaknesses.
7. Teach patient and families.

**VI. WORKING CONDITIONS**

1. Wear uniform per departmental policy.
2. Exposure to weather and driving conditions.
3. Exposure to diseases or infections.
4. Wear personal protective equipment to protect patient and/or self.
5. Exposure to unpredictable patient/family behaviors.

**VII. EQUIPMENT TO BE USED**

1. Computer
2. Telephone/Answering machine
3. Copier
4. Fax machine
5. Calculator
6. Filing/medical records system
7. Pulse Oximeter
8. IVs and supplies
9. Black bag with standard medical and dressing supplies
10. Wound Vacuum
11. Venipuncture supplies
12. Therapy equipment e.g., hooyer lift, walker, canes, alternating pressure pads.

**VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)**

**IX. ESSENTIAL FUNCTIONS (See Attached)**

**X. NON-ESSENTIAL FUNCTIONS (See Attached)**

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



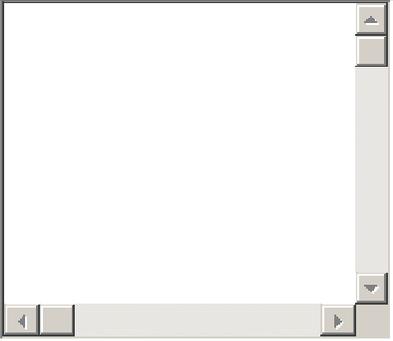
Employee Name: <input style="width: 90%;" type="text"/>	Department: <input style="width: 90%;" type="text"/>	Current Title: <input style="width: 90%;" type="text"/>	Supervisor Name/Title: <input style="width: 90%;" type="text"/>
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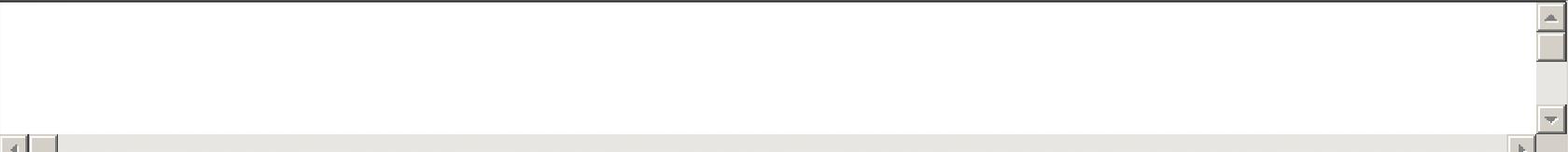
<b>Methods of Measurement Include the Following:</b>		<b>AGES SERVED</b>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
<b>Period Covered by this Evaluation:</b> <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
<b>FACILITY WIDE COMPETENCY</b>				<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>
<b>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</b>				
<ul style="list-style-type: none"> <li>Comply with regulatory agencies, and institutional and operating systems.</li> <li>Adhere to all Hospital Policies and Procedures as they apply to the area.</li> <li>Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.</li> <li>Protect patient/customer confidentiality.</li> <li>Comply with HIPAA regulations as they apply to the job.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PERFORMANCE IMPROVEMENT</b>				
<ul style="list-style-type: none"> <li>Adhere to current organizational Performance Improvement priorities</li> <li>Participate in quality studies through data collection</li> <li>Make recommendations and take actions to improve structure, system or outcomes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CUSTOMER SERVICE</b>				
<ul style="list-style-type: none"> <li>Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</li> <li>Demonstrate commitment to serving the customer.</li> <li>Demonstrate excellence in communication with the customer.</li> <li>Create a welcoming environment for the patients, family and other interdisciplinary team members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ESSENTIAL FUNTIONS	D	M	E	Comments
Assess health status of patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completes a written assessment of the patient on admission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collects additional information from patient, family and other health care providers or community agencies and coordinates services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates assessment data in oral and written form to health care team, revises and updates as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizes patient data in prescribed fashion to ensure completeness, accuracy, accessibility and confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assesses delivery of nursing care, identifies and documents problems and areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assesses quality of patient care to determine attainment of goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determines services required, and recommends number and level of personnel needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determines supplies and equipment needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies safety problems and recommends corrective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completes plan of care and necessary revisions according to individual patient needs and established policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans and supervises patient care assignments according to staff capabilities and available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies and prioritizes patient needs based on impact to patient's health status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formulates short and long term goals specific to patient problems and established norms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies expected outcomes following intervention that is consistent with patient needs, realistic time frame projections and other health provider expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops discharge plan which utilizes available resources and conforms with desired goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans and provides for patient health care teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Documents needs, nursing interventions, patient status, treatments, coordination of care and patient teaching according to established protocols and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtains verbal orders, and prepares written plan of care for physician's signature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participates in problem solving with other staff and supervisory personnel to plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Non Essential Functions:</b>				<b>D</b>	<b>M</b>	<b>E</b>	<b>Comments</b>
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
Comments: 		
Future Plans and Actions: 		
Employee Comments: 		

To update our files, please answer the following questions:  
Have you received a higher education degree in past 12 months: Yes\_\_\_ No\_\_\_  
Please forward to Human Resources  
Have you received a certification in the past 12 months: Yes\_\_\_No\_\_\_  
Please forward to Human Resources

**I have reviewed this Performance Evaluation**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Designee Signature

\_\_\_\_\_  
Date