THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE: Registered Nurse
SALARY SCALE: Z23-11
DEPARTMENT: Nursing Services Department
REPORTS TO: Nursing Officer
DIRECT REPORTS: Nursing Assistant I/II; Health Aide

JOB SUMMARY

Under general supervision will evaluate and provide comprehensive professional nursing care in clinical care settings. The Registered Nurse will be responsible for recording patients' medical histories and symptoms, assisting with performing diagnostic tests and analyzing results, operating medical machinery, administering treatment and medications and helping with patient follow-up and rehabilitation. In the absence of the Nursing Officer will have responsibility for the management of the ward including supervision and deployment of staff.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Ensures holistic needs assessment of patient and family are completed and documented;
2. Promotes effective communication with patients and their families;
3. Maintains the standards of nursing practice within the ward/unit;

4. Identifies patient care requirements by establishing professional rapport with potential and actual patients and other persons in a position to understand care requirements;
5. Establishes a compassionate environment by providing emotional support to patients, friends and families;
6. Promotes patient's independence by establishing patient care goals, in collaboration with the patient; teaching patient and family to understand condition, medications, and self-care skills; answering questions;
7. Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing philosophies and standards;
8. Resolves patient problems and needs by utilizing multidisciplinary team strategies;
9. Maintains safe and clean working environment by complying with policies, procedures and regulations;
10. Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations;
11. Maintains continuity among nursing teams by documenting and communicating actions, irregularities and continuing needs;
12. Maintains patient confidence and protects operations by keeping information confidential;
13. Ensures the maintenance of nursing supplies by checking stock to determine inventory level;
14. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
15. Consistently seeks to broaden knowledge base of various age groups, diseases and evidence-based practices;
16. Maintains accountability and responsibility for each specific patient assigned while under direct supervision of the Nursing Officer;

17. In the absence of the Nursing Officer assumes responsibility for the management of daily operations including work allocation, deployment and supervision of staff to ensure smooth running of the ward/unit;
18. Monitors patient progress and identifies any changes in status, acting on those changes to ensure patient comfort and safety;
19. Accompanies patients being transported to other wards/departments/units, as necessary;
20. Accompanies doctors on patient rounds;
21. Assists physicians and all healthcare professionals caring for patient;
22. Provides a complete and thorough report on patient status at end of shift/assignment;
23. Ensures that hospital policy is adhered to when disposing of bio-hazardous materials, labeling and handling of all materials;
24. Follows universal precautions and infection control policies;
25. Monitors and records patients' vital signs;
26. Administers medication and drugs orally, intravenously etc.;
27. Educates patients and their family about pre and/or post-operative care;
28. Supervises the work of less experienced nurses and provides guidance where necessary;
29. Acts as a preceptor for new staff;
30. Observes health and safety precautions in the execution of duties;
31. Uses customer service skills to establish and maintain effective working relationships with patients, staff and members of the public.
32. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of QEH policies, strategies and nursing objectives with an ability to translate into action.
2. Knowledge of incident review and complaints resolution process.
3. Knowledge and application of quality improvement programmes.

4. Knowledge of proper identification and reporting of medical/health care errors; protects the patient in the event of a medical/health care error;
5. Sound communication skills.
6. Sound problem solving skills.
7. Ability to accurately determine patients' needs.
8. Ability to present complex nursing issues and information.
9. Ability to deal with difficult and sensitive situations with professionalism and diplomacy.
10. Ability to recognize changes in status and provide first level care, before the required physician is able to attend to the patient.

REQUIRED TRAITS

- Accountability
- Collaboration
- Co-operation
- Confidentiality
- Dedication
- Dependability
- Empathy
- Ethical
- Flexibility and Adaptability
- Initiative
- Integrity
- Reliability
- Patience
- Respect

EDUCATION AND EXPERIENCE

A Registered Nurse or a Registered Mental Nurse, whichever is appropriate.