



## JOB DESCRIPTION REGISTERED NURSE APPRENTICE

**Apply Online:** <https://nelsoncountyhealthsystem.org/who-we-are/employment-application.html>

### **Nelson County Health System**

Established in 1917, Nelson County Health System (NCHS) is the only hospital in Nelson County. Licensed by the state of North Dakota and certified by Medicare and Medicaid, NCHS consists of:

- Critical Access Hospital (CAH),
- Two Rural Health Clinics,
- Long Term Care Skilled Nursing Facility 39-bed,
- Assisted Living Facility 12-unit,
- Home Care Qualified Service Provider (QSP)

NCHS mission is to enhance the health status and quality of life for residents and communities served.

NCHS includes licensed and certified staff, consisting of nurse practitioners, nurses, nursing assistants, paramedics, laboratory, radiology, respiratory, and ancillary staff, and provides preventative, chronic, emergency, and outpatient services.

**Reports to:** DON, CC                      Non-Exempt                      Job number: 350                      Job Code: 01-70002

**JOB SUMMARY:** Provide primary care to residents in accordance with physician orders, facility protocols, and written plans of care

### **DUTIES/RESPONSIBILITIES:**

- Treat everyone with dignity and respect.
- Promote and protect all resident rights.
- Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
- Demonstrate professional behavior while on duty in any setting.
- Obtain physician orders for care and treatment. Transcribe and initiate orders appropriately. Assemble treatment supplies and equipment as needed.
- Administer medication per facility policy and licensure regulations, and complete appropriate documentation.
- Identify, manage, and treat resident conditions, such as changes in vital signs, skin conditions (ulcers), alterations in mental status, and changes in nutrition, etc. Document patient/resident care problems, abnormal findings, and changes in resident's condition, report to physician, supervisor, resident or representative. Document all assessments in the medical record.
- Confer with the interdisciplinary team in the development of the comprehensive care plan. Monitor implementation of preventive measures such as turning/positioning, pressure relief devices, nutrition/hydration measures, and toileting/incontinence care. Provide education to

resident/representative as identified on care plan. Topics include but not limited to nutrition, safety, medications, preventive measures, changes in mentation, and wound healing.

Provide wound care in accordance with physician orders, following manufacturer recommendations and appropriate techniques.

Perform administrative duties as assigned. Provide status reports to Director of Nursing.

Assist with admission, discharge, or care of residents as needed. Assist with discharge planning through early identification of discharge needs and providing education as needed.

Participate in the orientation of other NCHS employees

Participate, as requested/required in staff development, inservice, and other educational and related activities.

Perform administrative duties as assigned.

Provide status reports to Director of Nursing.

Assist with admission, discharge, or care of residents as needed.

**QUALIFICATIONS /ABILITIES:** Graduate of an approved RN program. Two years of experience as an RN preferred.

Ability to gain proficiency in NCHS's software programs as applicable.

Maintains the knowledge and skills necessary to provide care appropriate to the age of the resident.

Demonstrates competency and ability to carry out department specific functions in accordance with the NCHS LTC standard of care, policies and procedures.

Demonstrate the ability to effectively communicate both verbally and in written format.

Demonstrate a high level of interpersonal skills and be able to communicate effectively with individuals throughout NCHS

Demonstrate knowledge and understanding of and compliance with:

- Infection control policies and procedures for position
- All pertinent safety, health and environmental policies, procedures and guidelines.
- Working safely, without causing harm or risk to self, others or property.
- The work environment and all safety procedures.
- Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or safety violations.
- The appropriate use of all safety equipment and personal protective equipment

**LICENSURE/CERTIFICATION REQUIREMENT:** current ND Registered Nurse License.

BLS on hire.

The employee is to maintain all applicable education, licensure, certification or registration requirements.

**WORKING CONDITIONS:** Variable shifts, variable weekday, weekend and holidays. Majority indoor, rarely outdoor to accompany resident on transfer.

**JOB EXPOSURES:**

May be subjected to occupational health hazards including but not limited to odors, chemicals, sharps, infectious diseases, infectious wastes, and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

Ability to lift, move, push or pull a minimum of 40 pounds.

Hand Functions- grasp and pinch frequently

Visual -optimal vision required to read information, reports, instructions, labels etc.

Verbal and auditory- must communicate effectively with patients, families, physicians and other staff

Frequent standing and walking, bending and working at all levels for extended periods.

Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO/Administrator

\_\_\_\_\_  
Date

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Or Contact Janet at 701-322-4328 ext 222