



## SOUTH EAST REGIONAL HEALTH AUTHORITY

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### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Registered General Nurse
<b>JOB GRADE:</b>	HPC/RN 1
<b>DEPARTMENT:</b>	Nursing
<b>REPORTS TO:</b>	Charge Nurse
<b>MANAGES:</b>	Enrolled Assistant Nurse, Auxiliary Staff, Nurse Interns

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised



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### **JOB PURPOSE**

Under the direct supervision of the Charge Nurse the Registered general Nurse is responsible for the direct and indirect nursing care and treatment of patients/Clients in Primary/Secondary and Tertiary care facilities with exception of the delivery of babies

### **KEY RESPONSIBILITY AREAS**

#### **CLINICAL**

- Develops, implements, evaluates a nursing care plan for the individual patient/client using all relevant data.
- Observes and records vital signs and symptoms, adjust and modify care plan according to observation made of the patients physical and mental state.
- Interprets and administers prescriptions, treatment, and monitors the patients reaction to ensure the best possible outcomes.
- Anticipates potential and predictable problems and institutes early interventions to prevent or reduce occurrence e.g. disorientation, pain, physiological alterations, disturbance in acuity, rest and sleep patterns, elimination and nutrition.
- Acts promptly and effectively in emergency situations.
- Performs nursing procedures that re appropriate to the needs, age and acuity level of the patient.
- Provides personal care, comfort, supportive and protective measures which enhances patients coping mechanism in adjusting to illness and rehabilitation, mobility and independence.
- Employs nursing measures to facilitate patient/client physical, emotional, psychological and spiritual wellbeing.
- Monitors the nutritional care of patients with special attention to therapeutic diets.
- Documents information properly, clearly and completely and relates as necessary to relevant persons.
- Ensures proper collection, identification, storage and safe transportation of specimens to the laboratory with appropriate requisition forms.
- Performs simple diagnostic tests and interprets findings, eg. Urinalysis.
- Understands the proper functioning and utilization of equipment pertinent to the duties being performed.



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- Introduces and maintains habilitative, rehabilitative, occupational and recreational measures to facilitate progress.
- Participates in implementing disease preparedness programmes at unit level.
- Participates in quality assurance programme of unit.
- Ensures environmental safety of patient care unit and sees that appropriate health and safety measures are in place.
- Implements discharge/care plan including referral to appropriate agency.
- Performs and maintains a therapeutic nurse patient/client relationship.

### **ADMINISTRATION**

- Supervises auxiliary and support staff where necessary. Assists in the cost effective usage of supplies and equipment.
- Assumes incharge responsibility when delegated especially afternoon and night duty.
- Assists in identification and requisition of equipment supplies, pharmaceutical agents including dangerous drugs.
- Participates in the preparation of ward reports.
- Assists immediate supervisor with general management of ward/facility and its immediate environs.
- Participates in performance evaluation of auxiliary and support staff, resolves personnel issues and/or refers them to immediate supervisor.
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### **TEACHING**

- Educates Patients and families regarding current health problem, self care, continuity of care through compliance with therapeutic regime, habilitation and rehabilitation measures including occupational and recreational therapy.
- Teaches patient/client and family health problem, disease prevention, health maintenance.
- Participates in the clinical teaching and evaluation of nursing students and auxiliaries.
- Participates in In- Service Education Programmes.

### **RELATED RESPONSIBILITIES**

- The staff nurse may also be required to perform other duties as assigned and will be required to carry out emergency duties when necessary.



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- Responsible for her own professional growth and development.

### **REQUIRED COMPETENCIES**

- Excellent knowledge of Fundamentals of Nursing, Life Behavioural, Natural and Medical Sciences, Pharmacology and Therapeutics.
- Introduction to Research Methodology, Nutrition, Diagnosis Tests and Treatment, Elements of Management, Nursing, Health and related Legislation.
- Good Decision Making Skills and determining course of action on patients/clients problems.
- Ability to differentiate and discriminate/determine the patients need for medical intervention.
- Excellent knowledge of Fundamentals of Analysis and Interpretation of Diagnosis Reports and Data.

### **REQUIRED SKILLS AND SPECIALISED TECHNIQUES**

- Ability to maintain a positive work attitude.
- Ability to Maintain ethical conduct
- Good Human Relations skills
- Ability to perform duties in a calm, controlled and purposeful manner.
- Ability to emulate positive work ethics
- Excellent time management skills
- Must be dependable and reliable

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate/Diploma/BSC in General Nursing from an accredited school of Nursing.
- Registration with Nursing Council of Jamaica
- New graduate with beginning professional skills to a maximum of five (5) years moving from novice to specialist Nurse.

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I the undersign have read and understood that I am to perform the above duties and responsibilities. I have read, understood and agreed to perform accordingly. I have also read



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and understood the South East Regional Health Policies and Procedures Manual and Disciplinary Code.

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**Signature of Employee**

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**Date**

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**Witness**

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**Date**