

**PENDING ELIMINATION THROUGH HEALTHCARE POSITION STUDY**



**INSTITUTION REGISTERED NURSE**

**6214**

**GENERAL DESCRIPTION OF CLASS**

The INSTITUTION REGISTERED NURSE is responsible for independent nursing assessment and patient care in a state institution setting. The Institution Registered Nurse provides the full range of nursing services, including patient treatment, health care management and health education.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

**1. Direct Care**

Assess patients' physical, mental and emotional condition during sick call, clinics and infirmary rounds by observing symptoms, appearance and vital signs. Initiate appropriate intervention according to health care policies and procedures and nursing protocol.

Review treatment plans, laboratory data and medication and treatment record. Develop nursing diagnosis and treatment plan. Administer medications and treatments as prescribed by physician. Check for medication allergies, dosages, side effects and drug interactions. Collect samples (e.g., blood, urine) for laboratory analysis. Monitor acute, chronic and convalescent care. Prepare patient and assist physician and other health care professionals during clinical procedures and examinations.

**2. Care Plan**

In conjunction with other members of the health care team, develop a comprehensive plan of care and maintain continuity of treatment. Develop treatment and nursing care plans for inmates with chronic medical problems.

Coordinate inmate's health care by scheduling services for on-site and community-based services in conjunction with other institution activities. Communicate pertinent information to health care providers to ensure that necessary health care is maintained when community-based services are scheduled or the patient is to be transferred to another institution or released.

**3. Emergency Response**

Assess inmate or staff health status in emergencies involving injury or illness and provide appropriate nursing and therapeutic intervention to stabilize situation. Decide when a physician's assistance is required. Authorize patient transfer to infirmary or to hospital emergency room.

Detect, treat and follow-up on communicable disease spread in the facility.

#### **4. Recordkeeping/Charting**

Maintain accurate, legible and complete records of patient care. Document all requests for medical attention, objective data collected during patient care, treatment provided, evaluation of treatment effectiveness and patient education provided. Write nursing care plans and interdisciplinary treatment plans and complete other entries to support the medical records.

#### **5. Educational Services**

Explain basic disease prevention concepts and promote mental and physical health to inmates and staff. Train facility staff on basic emergency procedures and equipment, communicable diseases, and other issues, as requested.

#### **6. Administrative**

Assist in developing, implementing and evaluating program activities and participates in improvement projects or plans. Coordinate nursing care activities with services provided by other departments. Assume responsibility for the operations of the unit in the absence of management staff.

Order supplies and maintain inventory of medications and equipment. Evaluate and monitor medical supplies to ensure appropriate supplies are available in sufficient quantities and that accurate accounting and secure storage of supplies, including narcotic, needle and syringe counts, is maintained. Participate in evaluating new and replacement medical equipment.

### **RELATIONSHIPS WITH OTHERS**

The Institution Registered Nurse has daily contact with patients to provide care and answer questions about medical procedures or the patient's condition and regular contact with physicians and other health care professionals to clarify chart orders, report changes in patient's condition and to plan patient care. There is also regular contact with support services such as pharmacy, transportation, laboratories and community based services to provide ancillary services to patients.

### **SUPERVISION RECEIVED**

The Institution Registered Nurse receives general supervision from a Nursing Manager who reviews work through nursing care plans, direct observation, program results, performance standards and feedback from patients and staff. The Institution Registered Nurse may work alone and must use independent judgement to deal with medical issues or emergencies.

Work of the Institution Registered Nurse is governed by federal and state laws and rules, hospital accrediting bodies, policies and procedures of the agency and practices of the nursing profession.

### **GENERAL INFORMATION**

The Institution Registered Nurse is exposed to communicable diseases, aggressive or hostile patients and other hazards inherent in a health care facility and correctional setting. The Institution Registered Nurse may be required to work overtime, on-call or rotating schedules.

**KNOWLEDGE AND SKILLS (KS)****Knowledge:**

General knowledge of professional principles, practices and theory of nursing and its application.
General knowledge of laws, rules and regulations governing the provision of nursing care.
General knowledge of medical terminology.
General knowledge of medications and the physiological effect of those medications.
General knowledge of medical ethics.
Basic knowledge of counseling and intervention techniques.
Basic knowledge of disease processes and treatment methods.
Basic knowledge of principles and procedures of infection control.
Basic knowledge of communicable disease control methods.
Basic knowledge of operating Personal Computers.

**Skills:**

Skill in oral communication.
Skill writing nursing care plans, patient progress notes and records of nursing care given.
Skill responding to life-threatening crises.
Skill assessing patients physical, mental and emotional conditions.

**Special Qualifications:**

The Institution Registered Nurse must have a valid Oregon Registered Nurse License at the time of appointment.
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**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 7/99

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division