

HAWAII HEALTH SYSTEMS CORPORATION  
**LEAHI HOSPITAL**  
Position Description



Job Title: **REGISTERED PROF NURSE V**

Position No.: **56166**

**I. INTRODUCTION**

- A. This position is located in the Nursing Unit at Leahi Hospital. Leahi Hospital is located on the Island of Oahu, and is one of the 12 facilities within the Hawaii Health Systems Corporation.
- B. The function of the Nursing Unit is to provide comprehensive quality patient care through assessment, planning, evaluation and implementation of patient care plans, in accordance with established policies and procedures of Leahi Hospital.
- C. The Registered Professional Nurse V is responsible for the total nursing care of all patients/residents admitted to that unit. The primary role of the Registered Professional Nurse V is to plan, implement, and evaluate programs of care and supervision on a 24-hour-a-day basis under the direction of Nursing Administration personnel and using standards for nursing practice, as established by the nursing service section. She contributes to nursing and to the hospital through support of its philosophy and objectives and through educational efforts.
- D. This position reports to the Registered Professional Nurse VI on duty.

**II. MAJOR DUTIES & RESPONSIBILITIES**

- A. Supervisory and Clinical Activities 50%
  - 1. Provides clinical duties as well as supervision of staff to assure that the care and safety requirements of residents are met.
  - 2. Supports nursing staff members in meeting deadlines by assisting and completing as necessary documentation, such as resident assessments (RAIs), long term evaluations, monthly summaries, care plans, etc.
  - 3. Demonstrates clinical competency in nursing care of patients who present complex problems.
  - 4. Identifies need for multidisciplinary patient care conferences; schedules, coordinates and participates in meetings.

5. Assists and may counsel staff in the assessment of the resident and development of care plans to assure resident care needs are met according to requirements and guidelines.
  6. Evaluates patient care through:
    - a. Regular review of medical records;
    - b. Comparison of nursing documentation to written standards, policies, and procedures;
    - c. Review of patient care assignments;
    - d. Direct observation and daily rounding of patients.
  7. Utilizes evidenced-based practice such as nursing histories, standards, care plans, and resource personnel to improve patient care.
  8. Responds to emergency and emergent situations arising with resident(s) and staff.
  9. Collaborates with physicians to coordinate medical and nursing management of patient care.
  10. Prepares medical records for Utilization Review audits and participates in planning and in decision-making.
  11. Provides input into standards of nursing care and patient care policies. Writes and revises policies and procedures as necessary.
  12. Prepares and submits mandatory reports for outside agencies as necessary, including reports to MedQuest, Adult Protective Services and Office of Health Care Assurance.
  13. Participates in the Nursing Management Team and supports initiatives of the Nursing Department. Attends team meetings and communicates initiatives and program planning to staff.
- B. Work Unit Management and Administrative Duties 25%
1. Participates in and makes recommendations to nursing administration regarding hiring, transfer and termination of personnel on the unit.
  2. Plans and participates in the orientation of new personnel on the unit.

3. Conducts unit inservice training and clinical skills competencies of nursing staff assigned to unit. Maintains record of unit inservice attendance.
  4. Monitors employee attendance including tardiness, absenteeism and written incidents of staff. Counsels staff individually whenever need arises, maintaining a written record of performance.
  5. Completes performance appraisal ratings for staff annually and when necessary.
  6. Develops guidelines for staff, conducts unit meetings with nursing staff to communicate information and changes in facility policies and procedures.
  7. Develops unit staff work schedules in coordination with Nursing Office utilizing One Staff software. Follows established guidelines for staffing with budgetary and essential manpower requirements.
  8. Performs pre-admission clinical screening of residents/patients to unit as needed.
- C. Management of Patient Care Unit 20%
1. Takes responsibility for protection of safety and health of patients, staff, and visitors, including completion of event/injury/illness reports and counseling of staff.
  2. Prepares, justifies, and submits budget requests for the nursing unit.
  3. Evaluates and monitors residents' status and unit activities to ensure an appropriate level of nursing staff care for safety.
  4. Checks for appropriate amount and condition of equipment and supplies; orders equipment and supplies as necessary.
  5. Performs Quality Improvement monitoring activities, such as data collection, root cause analysis, monitoring, auditing, quality indicator analysis, etc, and prepares unit and/or departmental QI reports as assigned.
  6. Fosters professional relationships and compassionate caring principles with resident/patient families, other members of the health care team, as well as among nursing staff.

7. Provides for professional growth and development of nursing staff; establishes work climate conducive to meet educational needs and mission of the unit and hospital.
  8. Mentors and trains staff, serving as a role model for clinical and leadership competencies.
  9. Assumes responsibility for own personal continuing education and professional development.
  10. Participates in hospital committees as assigned.
  11. Provides coverage for other Nurse Management Team members as assigned.
- D. Performs other duties as assigned 5%

### **III. EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE**

- A. Education: Graduation from an accredited school of nursing.
- B. Experience: Applicant must have at least one-and-one-half (1-1/2) years of professional nursing experience. One year of the above nursing experience must have been comparable in scope and difficulty to the Registered Professional Nurse IV level in the State service.
- In addition, the applicant must have at least one-half (1/2) year of supervisory experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; (5) training and developing employees.
- C. Substitution of education for experience: Possession of a master's degree from an accredited college or university school of nursing may be substituted for one year of experience.
- D. Licensure: Applicant must possess a current license to practice as a professional nurse in the State of Hawaii.

**IV. DESIRED SKILLS**

Ability to interpret and follow through on orders in an accurate and appropriate manner; assess, evaluate, report and record any changes in the physical and psychosocial status of the patient; knowledge and skill in handling complex equipment; ability to respond calmly and appropriately in emergency situations; ability to delegate assignments appropriately and function as part of a nursing team; and demonstration of leadership abilities.

**V. WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

The position functions in an indoor environment with frequent standing and bending, and prolonged contact and interaction with patients and other nursing staff. Applicants must be physically able to perform, efficiently and effectively, the essential patient care duties of the position. Failure to meet the required level of ability or any health requirements, or inability to tolerate the working conditions, or any other condition which would cause applicants to be a hazard to themselves or others, is cause for disqualification. However, handicaps in any areas will not result in disqualification unless the requirements cited above cannot be met safely.

**VI. NATURE OF SUPERVISION**

- A. **Supervised by:** Registered Professional Nurse VI on duty
- B. **Supervises:** RPN III's, LPN's, CNA's, PCTs, Health Unit Clerk

**VII. SIGNATURE(S)**

I certify that this is a complete and accurate description of the duties and responsibilities of this position.

A. \_\_\_\_\_  
 Employee Date

B. \_\_\_\_\_  
 Supervisor Date