



## POSITION DESCRIPTION

### HOSPITAL SERVICES STAFF NURSE

Reports To: Clinical Director of Hospital Services & Hospital Services Manager

Position Status: Non-Exempt

Supervises: Dialysis Technicians

Effective Date: 5/27/13

#### **GENERAL SUMMARY**

The Hospital Services Staff Nurse is responsible to the Hospital Services Manager for acute hemodialysis and related treatments at client hospitals; and for relations with patients, charge and staff nurses, nephrologists or other physicians. The position is also responsible for participating in Northwest Kidney Centers Hospital Services clinical planning activities, and performs charge, relief and/or project duties, when required.

#### **DUTIES and RESPONSIBILITIES**

1. Provide direct patient care according to physician orders in contract hospitals or institutional settings. Services include, dialysis related therapies.
2. Coordinates and performs treatment related clinical assessment of patient's condition, and is responsible for physician consultation regarding changes in treatment orders, the treatment and monitoring of patient condition, administering medications, documentation in the medical record (both electronic and hard copy) and other tasks.
3. Plans and schedules hospitals and patient treatment assignments with Northwest Kidney Centers and client hospital personnel; and is responsible for liaison with client hospitals and reports to clinical personnel caring for patient.
4. Coordinates and performs Hospital Services technical and machine oriented duties and responsibilities including setting up and checking

machines and equipment, monitoring treatment functions, and performing services, storage and other tasks.

5. Serves as clinical resource person regarding Hospital Services procedures for clients, Northwest Kidney Centers, NKC physicians, staff and other persons. Perform patient education tasks, responds to calls or other inquiries regarding new patients, orders or other concerns.
6. Performs charge, relief, project, and committee assignments or other clinical and supervisory responsibilities, e.g. entering and tracking facility/service charges, general data entry, supervision, and other leadership tasks as needed.
7. Keeps informed of current nephrology and critical care clinical standards and practices involving therapies performed by Hospital Services, and recommends changes in policies and practices to keep programs up-to-date.
8. Maintains core competences and meets employee health standards as outlined by the program and facility contracts.
9. Performs other duties and responsibilities as may be required.

### **PLANNING**

The position is responsible, with the Hospital Services Manager, for planning required for patient dialysis care, training, and for coordinating planning and assignments with client hospitals. Typical planning responsibilities are:

- Coordinating job assignments which involves considering the potential time requirements of unknown runs that may occur and client staff abilities for patient care.
- Planning patient dialysis treatments which involves consideration of patient condition; a review of labs, dialysis orders and charts.

### **SUPERVISION and COORDINATION**

The position does at times supervise Dialysis Technician's in the clinical setting. Is responsible for helping to orient and train new employees, performing charge responsibilities on a relief basis, coordinating treatments with other Hospital Services personnel.

## **EXTERNAL CONTACTS**

The position has contacts with patients, charge and staff nurses and other persons in client hospitals, and with nephrologists and other physicians. These contacts are to provide contract services and help resolve questions concerning patient care orders and services.

## **DECISIONS**

The position is responsible to the Hospital Services Manager for decision making required for contract services. Typical decisions include:

- Assessment of whether patient's treatment orders are appropriate considering the patients current condition and lab report.
- Emergency decisions: patient conditions change quickly. The position is responsible for communication with physicians to initiate or verify changes in treatment.

## **FINANCIAL RESPONSIBILITY**

The position is responsible for contributing to the overall performance of the Northwest Kidney Centers through performance of Hospital Services clinical responsibilities.

## **JOB CONDITIONS and PHYSICAL EFFORT**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in a hospital and office environment. The Hospital Services Staff Nurse may be exposed to chemicals such as, minncare and bleach and blood and other body fluids.
4. A valid Washington State driver's license and vehicle is required to travel to assignments.
5. Physical activities require the ability to stoop, kneel, crouch, reach, stand, walk, push, pull and lift; and to be adept at fingering, grasping,

feeling, talking hearing and at repetitive motions of hands, wrists and fingers. Eye-hand coordination must be very good.

6. The physical requirements include the ability to lift/move objects weighing to 50 pounds occasionally, lift/move objects weighing up to 25 pounds frequently, and push up to 250 pounds.
7. The position requires visual acuity to read, inspect dialysis machines, and provide patient care.

### **CUSTOMER SERVICE STANDARDS**

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

### **EDUCATION and EXPERIENCE**

The Hospital Services Staff Nurse shall be a current registered nurse in the State of Washington.

Current certification in American Heart Association Basic Life Support for Health Care Providers is required.

The hospital Services Staff Nurse should have equivalent of 1 year of previous critical care clinical experience and/or one year's dialysis experience with progressive clinical responsibilities.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

**REVIEW and APPROVAL**

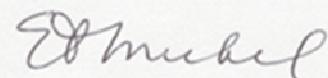


Vice President of Administrative  
Operations & External Relationships

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5/27/13

Date



Vice President of Human Resources

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5/27/13

Date