

**Cordova Community Medical Center**  
**Job Description**  
**RN / LPN**

Job Title:	RN or LPN	Status:	FT and PT
Supervisor:	CNO	Pay Grade:	DOE
Department/Division:	Med Surge, Swing	Classification:	Non-Exempt

**POSITION SUMMARY**

The primary purpose of your job position is to be accountable for the delivery of quality care to patients and families, according to the individualized needs of the patient and following the nursing process in accordance with the Nurse Practice Act. You are responsible for the assessment, treatment, and care for patients of all ages including neonate, pediatric, adolescent, adult, and geriatric, as applicable. You must be competent to access and analyze patient information and history with an understanding of the cognitive, physical, emotional/psychosocial, spiritual, and chronological maturation process. Accepts and promotes professional development as an integral part of nursing practice. Coordinate patient care activities with other members of the health care team in a collegial relationship. Performs all duties in a manner that supports the team concept, collegial, collaborative caring, and respectful, reflecting the philosophy of the Department of Nursing and Cordova Community Medical Center Mission Statement.

**ESSENTIAL RESPONSIBILITIES**

- Provides a comprehensive patient assessment and evaluation.
- Develop and implements an individualized plan of care which reflects the standard of care, based on best practice and evidence-based medicine.
- Provides and documents necessary patient/family education in support of the interdisciplinary treatment plan.
- Develops the discharge plan of care with team, patient, and family.
- Performs procedures and treatments according to accepted department standards and the Nurse Practice Act.
- Monitors patient condition, notes changes in status, utilizes judgment, and takes appropriate action.
- Participates in the Quality improvement and outcomes process as defined in the department's quality assurance plan.
- Legibly documents patient care activities and information accurately, concisely, and in a timely manner.
- Provides quality care in an efficient, cost-effective manner.
- May support and assist with orientation of new staff.
- Demonstrates advancement of professional nursing practice through continuing education and department activities adapting to change within an evolving healthcare environment.
- Recognizes and responds immediately and appropriately to potential emergency situations that arise.
- Demonstrates leadership skills in a clinical setting for delivery of patient care. Through assessment will identify concerns and take appropriate action to involve colleagues and management to promote resolution.
- Utilizes therapeutic communication. Demonstrates adaptive/timely communication based on individual patient/family needs.
- Promotes comfort measures based on experience, external resources, and interdisciplinary collaboration.
- Supports improvements in practice setting. Participates in departmental activities that improve patient care and process systems. Assist others in transitioning and applying knowledge to the clinical operational setting.
- Promotes and role models collaborative practice and relationships with other healthcare professionals by focusing on patient needs, status, and outcomes.
- Actively engages in communication, feedback, and conflict resolution. Takes a leadership role in building and maintaining an environment that fosters open communication, patient, and family-centered care, and collegial relationships.
- Actively supports and incorporates the CCMC mission into daily practice. Treats all others with respect and demonstrates excellence and compassion in daily work relationships with others.
- Reports to work on time.
- Maintains confidentiality of all information related to patients, medical staff, employees, and as appropriate, any other information.
- Demonstrates positive and constructive interpersonal relations in dealing with others, recognizing cultural diversity, including patients and families, employees, management team, medical staff, and community members so that productivity and positive relations are maximized.

- Consistently demonstrates and incorporate principles of safety and infection control into daily practice as outlined in Infection Control and Exposure Control protocols and manuals. Uses protective equipment and takes appropriate precautions whenever there is potential for contact with blood, body fluids, and chemicals. Maintains knowledge of work-appropriate aspects of environment of care program. Completes annual safety update requirements and participates in fire and disaster drills. Successfully completes mandatory review of safety, security, confidentiality, and competencies. Complies with Hospital standards to assure regulatory requirements are met, examples include but not limited to OSHA, State, and Federal requirements.
- Possess knowledge of developmental need and competent in the assessment, treatment of age-related care of the neonate, pediatric, adolescent, adult, and geriatric patients as appropriate. Competent in the interpretation of a patient's self-assessment or behavior. This information must be interpreted with an understanding of the cognitive, physical, emotional/psychosocial, and chronological maturation process. Actively involves patient and family in the plan of care.
- Must attend a minimum of 75% of scheduled staff meetings as required by the Director of Nursing. Is responsible for all meeting content regardless of attendance.
- Completes annual Competency Plan for assigned job and department. Competencies may include mandatory required competencies, BLS, ACLS, PALS and TNCC required.
- Participate in the development, maintenance, and implementation of the facility's quality assurance program for the Nursing Services Department.
- Make written and oral reports/recommendations to the Director of Nursing as necessary/required, concerning the operation of the Nursing Services Department.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. Make recommendations for revisions.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Admit, transfer, and discharge residents as required.
- Complete accident/incident reports as necessary.
- Implement recommendations from established committees as instructed by the Department Director of Nursing.
- Ensure that rooms are ready for admissions.
- Greet newly admitted patients/residents upon admissions. Escort to room as necessary.
- Make rounds with medical providers as necessary.
- Encourage attending medical providers to record and sign progress notes, physicians' orders, etc., on a timely basis and in accordance with current regulations.
- Make daily resident visits to observe and evaluate the resident's physical and emotional status.
- Review medication administration records for completeness of information, accuracy in the transcription of physician orders, and adherence to stop order policies.
- Report problem areas to the Director of Nursing Services. Assist in developing and implementing corrective actions.
- Keep the Director informed of the status of residents and other related matter through written/oral reports.
- Assist in arranging transportation for discharged residents as necessary.
- Consult with the resident's medical provider in planning resident care, treatment, rehabilitation, etc., as necessary.
- Notify the resident's attending medical provider and next-of-kin when there is a change in the resident's procedures.
- Make independent decisions concerning nursing care.
- Start IVs; obtain sputum, urine and other lab tests as ordered.
- Take TPRs; blood pressures, etc., as necessary.
- Admit, transfer, and discharge residents as necessary.
- Inform family members of the death of resident as necessary.
- Attend and participate in continuing educational programs, designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Provide back-up call to cover emergencies and staff absences as necessary/assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

## QUALIFICATIONS

**EDUCATION:** Must possess a minimum 2 year Nursing Degree.  
Must possess a current, unencumbered license to practice in Alaska.

**EXPERIENCE:** Preferred, as a minimum, one (1) year experience in an Critical Care Facility, long term care facility, or other related health care facility.

**REQUIREMENTS:** Must possess a current, unencumbered license to practice in Alaska. Must be able to write the English language in a legible and understandable manner. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public. Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long term care and acute care. Must be able to lift a minimum of 50 pounds. Required BLS, preferred ACLS, PALS and TNCC.

**ADDITIONAL REQUIREMENTS**

Upon date of Hire :Current Negative TB Test  
Ability to Pass a DHSS Criminal History Check and Drug Test  
Must be current in all immunizations

**BENEFITS**

- At CCMC we provide Full Benefits including Medical, Dental and Vision.
- Wellness center (Bidarki and Bob Korn Pool) family discount.
- A generous PTO package – 200 hours your first year, 9 paid holidays
- State of Alaska PERS retirement plan with employer contribution.
- CCMC is proud to support our staff by offering to eligible employees Continuing Education Stipend and Student Loan Repayment for qualified accreditation institutions.
- CCMC is a public service loan forgiveness eligible site.

**EQUAL EMPLOYMENT OPPORTUNITY**

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION**

**Position: RN/LPN**

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name