



<b>Job Title:</b>	Registered Nurse
<b>Department:</b>	Nursing/Residential
<b>Reports To:</b>	Director of Nursing
<b>Employment Status:</b>	Full-time
<b>FSLA Status:</b>	Exempt
<b>Work Location:</b>	HopeWay at Oakhurst Commons HopeWay – inclusive of Foundation, Wellness, & Veterans House HopeWay Psychiatry & Associates
<b>Remote Work:</b>	Not Applicable
<b>Schedule:</b>	Monday-Friday 40 Hours a Week, Weekends as needed
<b>Effective Date:</b>	Wednesday, August 9, 2023

### **POSITION SUMMARY**

The Registered Nurse provides high quality, evidenced based nursing care for residential clients at HopeWay. Registered nursing care is defined by North Carolina state law and regulations, inclusive of the Nurse Practice Act. Registered nursing care is provided in accordance with HopeWay established standards of care, policies, procedures, and protocols. The Registered Nurses practices under the general direction of the Director of Nursing (in consultation with the Director of Medical Services).

The Registered Nurse provides comprehensive (mental and physical health) nursing care that encompasses the full scope of nursing practice consisting of skillful assessment, treatment planning, health teaching and counseling, implementation of care, administer medication, evaluation and identification of outcomes, reporting and recording all aspects of care, and collaborating with other health care providers. The Registered Nurse provides for the maintenance of a safe and clean working environment and performs all related job responsibilities in a safe and effective manner. The Registered nurse assists in delegation, supervision, teaching, and evaluation of those who perform nursing functions and/or are administering nursing services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Core competency is demonstrated by the ability to carry out the essential duties and responsibilities of the job. The essential functions include, but are not limited to, the following.*

1.	Performs initial and on-going nursing assessment.
2.	Collects subjective and objective data pertinent to client's biophysical, psychological, sociological, and spiritual health.
3.	Verifies and analyzes assessment data to determine actual or potential responses to health conditions, anticipate emergent changes, and evaluate outcomes of care.
4.	Uses therapeutic principles to understand and make inferences about client's emotions, thoughts, behaviors, and condition.
5.	Participates and initiates individualized treatment plans for the care, treatment, and service of clients that reflect the assessed needs, strengths, preferences and goals of each client.
6.	Executes individualized treatments as determined by licensed health care providers.



7.	Adheres to discharge plan, while assisting client with discharge transition. Completes client discharge based on Discharge policy and procedure.
8.	Accepts and transcribes verbal, telephone, and written orders for licensed healthcare providers.
9.	Transcribes and administers medications as ordered by licensed health care provider. Assesses and records responses and any reactions, based on the Medication Administration policy and procedure.
10.	Performs other duties as assigned.

### **COMPLIANCE & PROTECTED HEALTH INFORMATION**

- Understands and adheres to:
  - HopeWay compliance standards as they appear in the Employee Handbook, Code of Conduct, and Conflict of Interest policy.
  - Understands and adheres to HIPAA, CFR 42 Part 2, and North Carolina Identity Theft Protection Act standards, rules, and regulations.
  - The Minimum Necessary Standard when accessing protected health information in the performance of job duties and/or disclosing protected health information for treatment, payment, and/or operations purposes.
- Stays up-to-date with all HopeWay practices, rules, regulations, and policies as they presently exist and as they change and/or are modified.
- Keeps well-informed of all applicable federal, state, and local, regulations, laws, and policies as they presently exist and as they change and/or are modified.

### **JOB REQUIREMENTS**

#### **Minimum Qualifications**

*The minimum qualifications described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- **Education:** Associate's Degree Required. Graduate from an accredited RN School of Nursing.
- **Experience:** Experience in eating disorders Two or more years of experience in an ambulatory care setting required. Minimum of two years of experience working in a behavioral health/psychiatric care setting preferred.
- **Licensure/Certification:** Current, unrestricted RN license in the State of North Carolina or; if declaring a National License Compact (NLC) state as primary residency, meet the licensure requirements in home state.
- **Knowledge of:**
  - Computers, Microsoft Office products, and electronic health record (if applicable).
  - HopeWay's mission, vision, values, and philosophy regarding extraordinary customer relations and quality of service.
- **Ability to:**



- Operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
- Multitask/Work in a fast-paced environment with several competing demands.
- Assess and prioritize multiple tasks and demands; work within deadlines to complete projects and assignments.
- Identify and recommend solutions to problems.
- Develop and maintain effective working relationships with clients, family members, guests, the general public, associates, supervisors, providers, and staff.
- Communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions.
- Exercise appropriate judgment in completing essential functions.
- Manage difficult or conflict situations constructively with a high degree of sensitivity, tact, and diplomacy, and seek appropriate assistance.
- Upon successful completion of job training, the ability to work independently and as part of a multidisciplinary team with professionalism, respect, integrity, and a strong work ethic.
- **Skills:**
  - Excellent written and verbal communication, customer service, telephone skills, attention to detail, and organizational skills.
  - Skill in dealing firmly, tactfully, and courteously with clients, family members, guests, and the general public.
  - Excellent phlebotomy skills.
  - Ability to assist team in managing client distress during programing.
  - Understands patient care, medical terminology, and reference tools.
- **Additional Requirements:**
  - Basic Life Support (BLS) and First Aid certification from American Heart Association or American Red Cross required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
  - Verbal De-Escalation training/certification required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
  - Tuberculosis screening required. Must be completed prior to effective date and rescreened *annually* throughout employment
  - A minimum of two years of sobriety preferred, if in recovery.

### **Physical Demands and Work Environment**

*The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- **Physical Demands:** Must be able to remain in a stationary position up to 50% of the time. Must be able to operate office equipment and medical devices. Must be able to move about from work area to work area and position self to accomplish tasks. Must be able to communicate information/ideas



so others will understand, and exchange accurate information in these situations. Must be able to observe details at close range. Must be able to exert up to 30 pounds of force to move, position, install, and/or remove objects.

- **Work Environment:** Must be able to perform complex tasks requiring independent knowledge and its application to non-routine situations. Must be able to respond quickly to changes in client and unit conditions. May be exposed to periods of high activity and stress. May be exposed to dust, fluctuation in inside temperatures, and electro-magnetic radiation (e.g., computer screen). The noise level in the work environment is generally quiet with infrequently moderate elevations.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the individual will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this job description are the minimum levels of knowledge, skills, or abilities. This job description does not create an employment contract, implied or otherwise, other than an at-will relationship.

*HopeWay is an equal opportunity employer, tobacco/nicotine/drug-free workplace, and complies with ADA regulations as applicable.*

#### **EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge I have reviewed and accepted this job description.  
(Employee's Name – PRINT)

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Human Resources/Supervisor Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Human Resources/Supervisor Name & Title – PRINT



FOR INTERNAL USE ONLY

Approved By: \_\_\_\_\_

Approved Date: \_\_\_\_\_