



## Registered Professional Nurse Job Description

### *Adult Medical Surgical*

#### **Job Summary:**

The Adult Medical Surgical RN is responsible for managing the care of the adult or elderly patient experiencing general medical conditions or general surgical procedures, which require general assessments related to specific conditions, and general therapies and interventions. The Adult Medical Surgical RN is responsible to the Clinical Manager for assigned Adult Medical Surgical Unit.

#### **Qualifications**

- Graduate of an accredited school of nursing
- Current licensure in good standing in the state of practice
- Evidence of 1 year of adult medical surgical nursing experience within the past two years
- Evidence of BLS credential mandatory
- Additionally, the RN may have professional certifications, including but not limited to RNBC-MS, RNBC-GERI, RNC-MS, RNC-GERI, OCN, ONC, CURN, CRRN, CPDN, CORLN, CNN, ACRN, CGRN, CHN, or CPDN

#### **Responsibilities**

- Conducts an individualized patient assessment, prioritizing the data collection based on the adult or elderly patient's immediate condition or needs within timeframe specified by client facility's policies, procedures or protocols.
- Conducts ongoing assessments as determined by the adult or elderly patient's condition and/or the client facility's policies, procedures or protocols and reprioritizes care accordingly.
- Develops plan of care that is individualized for the adult or elderly patient reflecting collaboration with other members of the healthcare team.
- Performs appropriate treatments as ordered by physician in an accurate and timely manner.
- Performs therapeutic nursing interventions as established by individualized plan of care for the adult or elderly patient and his/her family.
- Provides individualized patient/family education customized to the adult or elderly patient and his/her family.
- Documents patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.
- Initiates emergency resuscitative measures according to adult resuscitation protocols.
- Maintains confidentiality in matters related to patient, family and client facility staff.
- Provides care in a non-judgmental, non-discriminatory manner that is sensitive to the adult or elderly patient's and family's diversity, preserving their autonomy, dignity and rights.
- Reports patient condition to appropriate personnel during each shift.
- Maintains current competency in adult medical surgical nursing.

RN Name: \_\_\_\_\_

RN Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MEDICAL SURGICAL NURSING: ADULT KNOWLEDGE & SKILLS CHECKLIST

First Name	MI	Last Name
SSN	Date	

**Instructions:** Please check the appropriate column that best describes your experience level for each knowledge competency and skill. Choose 1 for Limited Experience through 4 for Very Experienced. Evaluate yourself based on experiences within the last two years.

### Self-Assessed Experience Rating Scale

Limited Experience    1            2            3            4    Very Experienced

ASSESSMENT & CARE OF PATIENT W/ OR REQUIRING:	1	2	3	4
1. Acute Cholecystitis				
2. Adrenal Disorders				
3. Angina				
4. Amputation				
5. Arthroscopic Surgery				
6. Asthma				
7. Basal Skull Fracture				
8. Bowel Obstruction				
9. Bronchoscopy				
10. Burns				
11. Cardiac Arrest				
12. Cardiac Catheterization				
13. Cardiomyopathy				
14. Carotid Endarterectomy				
15. Cerebral Vascular Accident (CVA)				
16. Cirrhosis				
17. Coma				
18. Congestive Heart Failure (CHF)				
19. COPD				
20. Delirium Tremens				
21. Diabetes Insipidus				
22. Diabetes Mellitus				
23. Encephalitis				
24. Femoral-Popliteal Bypass				
25. GI Bleeding				
26. Hepatic Failure				
27. Hepatitis				
28. HIV/AIDS				
29. Hyperthyroidism				
30. Hypothyroidism				
31. Inflammatory Bowel Disease				
32. Leukemia				
33. Lobectomy				
34. Malignant Tumors				

SKILLS	1	2	3	4
35. Meningitis				
36. Multiple Sclerosis				
37. Neuromuscular Disease				
38. Osteoporosis				
39. Paralytic Ileus				
40. Pinned Fractures				
41. Pituitary Disorders				
42. Pneumonectomy				
43. Pneumonia				
44. Post Acute MI (>48 Hrs)				
45. Post Angioplasty				
46. Post Hypophysectomy				
47. Post Thyroidectomy				
48. Post-Operative Care				
a) GI Surgery				
b) Orthopedic Surgery				
c) Ostomy				
d) Vascular Surgery				
49. Renal Failure				
50. Renal Transplant				
51. Rheumatic/Arthritic Disease				
52. Seizures				
53. Spinal Cord Injury				
54. Thrombophlebitis				
55. Total Hip Replacement				
56. Total Knee Replacement				
57. Tuberculosis				
58. TURP/TURBP				
59. Thyroid Dysfunction				
60. Urinary Tract Infection				
<b>SKILLS</b>				
1. Admission Process				
2. A-V Fistula Care				
3. Brace/Splint Application				

**Self-Assessed Experience Rating Scale**

Limited Experience 1 2 3 4 Very Experienced

	1	2	3	4
4. Catheter insertion & care				
a) Bladder Irrigation				
b) Foley				
i. Female				
ii. Male				
c) Straight				
i. Female				
ii. Male				
d) Suprapubic				
5. Cast Care				
6. Charge Nurse Routine				
7. Chemotherapy – Adult Protocols				
8. Chest Physiotherapy				
9. Chest tube & drainage system				
a) Care & maintenance				
b) Removal				
c) Set-up				
10. EKG Interpretation				
a) 12 Lead				
b) Arrhythmia				
c) Lead placement:				
i. 5 electrode placement				
ii. I, III, V-leads				
iii. Lead II & MCL				
11. Feedings				
a) Continuous tube feeding				
b) Gavage, intermittent				
12. Gastric Lavage, Iced Saline				
13. Gastric Suction				
14. Glasgow Coma Scale				
15. Halo Traction/Cervical Tongs				
16. Hemodialysis				
17. Hemodynamic Monitoring, Non-invasive				
a) Auscultation				
b) Doppler				
c) Electronic				
d) Palpation				
18. Incentive Spirometry				
19. Interpretation of Lab Results				
a) Blood Gases				
b) Blood Chemistry				
c) Cardiac enzymes & isoenzymes				
d) CBC				
e) Coagulation studies				
f) Cultures				
g) Electrolytes				
h) Urine dipstick				

	1	2	3	4
20. Intestinal Tract Tubes, Placement & Care				
a) Gastrostomy				
b) Jejunostomy				
c) Nasogastric				
d) Orogastric				
e) T-Tube				
21. Intravenous Infusion Therapy				
a) Blood & blood products infusion				
i. Albumin				
ii. Cryoprecipitate				
iii. FFP				
iv. Packed RBCs				
v. Whole blood				
b) Central line site maintenance				
i. Broviac				
ii. Groshong				
iii. Hickman				
iv. PICC				
v. Portacath				
vi. Quinton				
c) Heparin lock				
d) Nutritional Infusions				
i. Hyperalimentation				
ii. Intralipids				
e) Peripheral IV insertion & maintenance				
i. Angiocath				
ii. Butterfly				
22. Isolation Procedures				
23. Lumbar Puncture (assist)				
24. Nephrostomy Tube Care				
25. Nerve Stimulators				
26. Neurological Assessment				
27. Nursing Assessment Care Planning				
28. Oxygen Therapy Administration				
a) Bag & mask				
b) External CPAP				
c) Face mask				
d) Nasal cannula				
e) Trach Collar				
29. Pacemaker				
a) Permanent				
b) Temporary				
30. Peritoneal Dialysis				
a) Automatic cycler				
b) Manual				
31. Physical Assessment				
32. Restraints				

**Self-Assessed Experience Rating Scale**

Limited Experience 1 2 3 4 Very Experienced

	1	2	3	4
33. Specimen Collection				
a) Blood				
i. Central line				
ii. Venous stick				
b) Cultures				
c) Sputum				
d) Urine				
i. Catheter				
ii. 24 Hr Collection				
34. Suctioning				
a) Nasal-pharyngeal				
b) Oral-pharyngeal				
c) Tracheostomy				
35. Temperature				
a) Oral				
b) Tympanic				
36. Thoracentesis (assist)				
37. Traction Application				
38. Vital Signs				
39. Wound/Ostomy Care				
a) Colostomy site care/bag change				
b) Decubitus ulcers				
c) Ileostomy site care/bag change				
d) Irrigations				
e) Sterile Dressing Changes				
f) Surgical wounds with drains				
<b>MEDICATIONS</b>				
1. Albuterol (Ventolin)				
2. Aminophylline				
3. Antibiotics				
4. Anticoagulants				
5. Anticonvulsants				
6. Antihypertensives				
7. Chemotherapeutic Agents				
8. Corticosteroids				
9. Digoxin				
10. Heparin				
11. Insulin				
12. Lasix				
13. Nitroglycerine				
14. Oral Hypoglycemics				
15. Thyroid Replacement				
16. Delivery Methods				
a) Eye/ear instillations				

	1	2	3	4
b) IM injections				
c) Insulin pump				
d) Meter dosed inhalers				
e) Nebulizer				
f) Oral				
g) Piggy-back infusions				
h) SQ injections				
i) Z track injections				
<b>PAIN MANAGEMENT</b>				
1. Pain Level Assessment				
2. Care of patient w/:				
a) Epidural analgesia				
b) IV conscious sedation				
c) Patient controlled analgesia (PCA)				
d) Narcotic agents				
e) Non-narcotic agents				
<b>EQUIPMENT</b>				
1. Cardiac Monitor				
2. Defibrillator				
3. Glucometer				
4. Hemodialysis Machine				
5. Infusion Delivery Systems (Specify manufacturer)				
a) IV pump:				
b) IV pump				
c) IV pump				
6. Oxygen Flow Meter				
7. Pulse Oxymeter				
8. Specialty Beds				
a) Air fluidized				
b) Low air loss				
c) Rotating				
9. BP Transducer				
10. Oxygen Analyzer				
11. Oxygen Blender				
12. Oxygen Flow Meter				
13. Ventilator				
a) CPAP				
b) Pressure				
c) T-Piece				
d) Volume				
e) Weaning modes				

**Age Appropriate Nursing Care**

Please check the appropriate box(es) for each age group and activity for which you have had experience within the last year.

Age Specific Experiences	Adolescent (13-18 yrs)	Young Adult (19-39 yrs)	Middle Adults (40-64 yrs)	Older Adult (65+ yrs)
1. Understands the normal growth and development for each age group and adapts care accordingly				
2. Understands the different communication needs for each age group and changes communication methods and terminology accordingly				
3. Understands the different safety risks for each age group and alters the environment accordingly				
4. Understands the different medications, dosages and possible side effects for each age group and administers medications appropriately				

The information I have provided in this knowledge and skills checklist is true and accurate to the best of my knowledge.

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Signature \_\_\_\_\_ Date \_\_\_\_\_