

**LIBERTYHEALTH
DEPARTMENT OF NURSING
COMPETENCY BASED JOB DESCRIPTION**

TITLE: Wound Care Nurse
Reports to: Director of Patient Care Service
Department: Patient Care Services

Employee Name: _____
Effective: February 2006
Revised Date: _____
Calendar Year: _____

Education Requirements: Graduate of accredited Registered Nursing Program
 Current State License in good standing.
 At least five (5) years' experience in acute care nursing.

Certifications: BLS and as defined by Specific Unit

RATING SCALE: √ the appropriate rating for each item	
Unsatisfactory:	Performance consistently does not meet the expected level of performance of the job standard. The employee is unable to perform the standard without substantial and consistent assistance and close monitoring. At this level, verbal counseling has often taken place regarding job performance.
Below Standard:	Performance frequently does not meet the expected level of performance of the job standard. The employee needs additional assistance and frequent monitoring.
Meets Standard:	Performance consistently meets the expected level of performance of the job standard. Employees at this level have a complete understanding of all aspects of the job and can execute the standard as expected. Employees require normal monitoring
Exceeds Standard:	Performance frequently exceeds the expected level of performance of the job standard. All aspects of the job are fully understood and executed. The employee occasionally takes the larger or more difficult assignments, completes the assignment and assists others or performs extra tasks.
Outstanding:	Performance consistently exceeds the expected level of performance of the job standard. All aspects of the job are fully understood and executed. The employee routinely takes the larger or more difficult assignments, completes the assignment and assists others or performs extra tasks.

Note: all ratings of "Unsatisfactory," "Below Standard," "Exceeds Standard," and "Outstanding" must be documented with a behaviors in the comments section. Mark each category and total score with a √ mark. Overall rating of unsatisfactory or below standard may require counseling, remediation and / or work improvement plan.

Job Summary

Under the direction of the Director of Patient Care Services, the Wound Care Nurse communicates and collaborates closely with physicians and other members of the health care team to provide consistent care for patients with wounds. Working with a high degree of autonomy, the Wound Care Nurse accepts responsibility and accountability for assigned patients as a case manager to plan, implement, and evaluate the care for pediatric, adult, and geriatric patients. The Wound Care Nurse works within the framework of the State Nurse Practice Act and follows all of Jersey City Medical Center and its affiliates policies and procedures. He/She complies with Hospital and Nursing philosophy and standards while performing job responsibilities and will demonstrate competence in these key job areas through the ability to perform functions, including, but not limited to, the common examples listed.

DUTIES AND RESPONSIBILITIES	NA	U	BS	MS	ES	O
◆ Provides the patient with care that is continuously evaluated, planned for and revised as needed						
◆ Documents the patient's status in the assessment and will include the patient care needs, interventions to meet the patient's needs, nursing care provided, the patient's response to, and the outcome of the care provided.						
◆ Demonstrates the ability to handle emergency situations during high-risk procedures.						
◆ Demonstrates knowledge and understanding of the wound care protocol while exercising clinical competence in nursing skills and following procedures based on Jersey City Medical Center and its affiliates.						
◆ Integrates diagnostic data into health assessment notifying physicians of results.						
◆ Ensures that the documentation is clear, concise and includes, but is not limited to patient evaluations, status, care needs, intervention, outcome and reassessment.						
◆ Demonstrates competence in-patient and family education on common topics including but not limited to wound care, dressing applications, compression therapy, diabetes foot care, venous disease, and underlying disease processes.						
◆ Positions patients safely						
◆ Preps and drapes patients correctly for all procedures						
◆ Carries out medical and surgical asepsis during all procedures.						

Duties and Responsibilities – cont'd	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Demonstrates competence in ordered treatments including but not limited to vital signs, blood glucose monitoring, vascular assessments, wound assessments, sterile technique and dressings. 						
<ul style="list-style-type: none"> ◆ The wound Care Nurse will assume responsibility for an assigned group of patients and be accountable for an assessment of patient's basic human needs. 						
<ul style="list-style-type: none"> ◆ Develops, implements and evaluates a plan for care. Ensures that the assessment includes the following factors: Biophysical needs, Biopsychosocial needs, Environmental/safety needs, Self-care needs, Educational needs, Discharge planning needs. 						
<ul style="list-style-type: none"> ◆ Prepares and implements a plan for care of wound patient using established protocols, policies, and procedures in collaboration with the physician, the patient and significant others, updating this plan of care to reflect changes in patient's condition, response to therapies or education. 						
<ul style="list-style-type: none"> ◆ Monitors wound patients in on a daily basis. 						
<ul style="list-style-type: none"> ◆ Utilizes available resources effectively by appropriate consultation and collaboration to maximize effectiveness of care. 						
<ul style="list-style-type: none"> ◆ Implements and evaluates plans for care reflection appropriate nursing and medical diagnoses, goal development, outcome criteria, and target dates while assuming patient advocate role protecting all patient rights. 						
<ul style="list-style-type: none"> ◆ Notifies nursing unit when procedure is complete and gives a complete patient report. 						
<ul style="list-style-type: none"> ◆ Demonstrates competent utilization of interview, examination and observation techniques with patients and significant others, reviewing and completing patient history, nursing assessment and evaluation of all new patients. 						
Total Score:						
CERTIFICATIONS:	JCMC	GH	MHMC			
◆ BLS and as defined by Specific Unit S certification	X					
◆ Minimum of five years' work experience in a acute care nursing						
Comments:						
Customer Satisfaction – performs at best. Acts in the best interest of customers and the community. Is committed to improve service continuously	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Looks out for customers who appear lost and offers assistance and intervenes to offset adverse impact 						
<ul style="list-style-type: none"> ◆ Lets visitors and patients have first priority when waiting or riding in elevator 						
<ul style="list-style-type: none"> ◆ Maintains confidentiality of all written and electronic information 						
<ul style="list-style-type: none"> ◆ Knocks and waits for a response before entering a patient room. Announces self and waits for response 						
<ul style="list-style-type: none"> ◆ Keeps voice low and refrains from social conversations in any customer area 						
<ul style="list-style-type: none"> ◆ Introduces self to customers with appropriate greeting, smile and good eye contact 						
<ul style="list-style-type: none"> ◆ Wears I.D. in such a way that customers can read it, 100% of the time 						
<ul style="list-style-type: none"> ◆ When customers ask for assistance – responds pleasantly 						
<ul style="list-style-type: none"> ◆ Strives to answer the telephone in a timely manner 						
<ul style="list-style-type: none"> ◆ Keeps patients, visitors and physicians informed of potential and actual wait time 						
<ul style="list-style-type: none"> ◆ Responds to call lights / patient requests within 1 minute / responds within an agreed upon time 						
<ul style="list-style-type: none"> ◆ Respects the rights, property, and privacy of others 						
<ul style="list-style-type: none"> ◆ Complies with dress code policy 						
<ul style="list-style-type: none"> ◆ Maintains the dignity / confidentiality of the patient, serves as a patient advocate at all times 						
Total Score:						
Comments:						

Teamwork – Works together with team members. Takes pride and shares in everyone’s accomplishments	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Does part to be flexible and committed to department / unit team and other co-workers ◆ Never disagrees or places blame on co-workers in front of any customers ◆ Assists co-workers without being asked ◆ Positive work approach – adds to overall departmental morale ◆ Does not have excessive absence and / or tardiness ◆ Prepared to receive assignments at start of shift ◆ Participates in registered nurse/patient care technician orientation programs by providing guidance and support to new employees 						
Total Score:						
Comments:						
Nursing Process	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Demonstrates the ability to assess, plan, implement and evaluate continuum of care 						
Total Score:						
Comments:						
Initiative	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Exercises judgment to be creative, proactive, take initiative, accept responsibility and deliver results ◆ Demonstrates good utilization of time ◆ Problem solves within job scope limitations 						
Total Score:						
Comments:						
Adaptability	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ Reacts positively to change ◆ Handles stressful situations effectively 						
Total Score:						
Comments:						
Professional Development / Competence	NA	U	BS	MS	ES	O
<ul style="list-style-type: none"> ◆ The Nurse maintains standards for professional nursing practice in the clinical setting as defined by the American Association, NJ Board of Nursing and relevant national organizations ◆ Completes required department and system wide competencies ◆ Attends educational seminars, workshops and staff meetings pertaining to relevant areas of clinical or managerial skill development ◆ Actively participates in unit based / hospital Performance Improvement (PI) projects ◆ Exercises tact, sensitivity, sound judgment and professional attitude when relating to patients / visitors and employees 						
Total Score:						
Comments:						

<p>Communication</p> <ul style="list-style-type: none"> ◆ Adheres to the current HIPAA regulation concerning patient confidentiality. Provides for patient privacy; safeguards the privacy of patients medical information ◆ Documentation is legible, complete, accurate and in accordance with P&P ◆ Reports and documents potential adverse occurrences and communicates same to manager ◆ Communicates promptly with physicians and mid-level providers regarding patient conditions and responses to treatments ◆ Contributes to an environment that is conducive to clinical education of new employees ◆ Strong interpersonal skills. Communicates all pertinent patient information to oncoming shifts 	NA	U	BS	MS	ES	O
Total Score:						
Comments:						
<p>Safety</p> <ul style="list-style-type: none"> ◆ Practices safety by observing established hospital policies and procedures; assures the safety and security of patients and staff at all times ◆ Demonstrates the safe use of equipment. Reports any equipment malfunctions or environmental hazards promptly and arranges for repair or correction ◆ Follows hospital guidelines for medication safety and accountability 	NA	U	BS	MS	ES	O
Total Score:						
Comments:						
<p>Leadership</p> <ul style="list-style-type: none"> ◆ Provides directions and supervision to other health care members to ensure proper implementation of plan of care 	NA	U	BS	MS	ES	O
Total Score:						
Comments:						
<p>Working Conditions: An employee may be exposed to a variety of activities and conditions that place him/her at risk to exposure to certain diseases</p> <ul style="list-style-type: none"> ◆ May be exposed to blood borne pathogens and bodily fluids ◆ May be exposed to a variety of electro-mechanical hazards ◆ May be exposed to hazards of flammable, and/or explosive gases ◆ May be exposed to outside elements (accidents, injuries, illness, death) ◆ May be exposed to varying and unpredictable situations ◆ May be exposed to occasional pressure due to multiple calls and demands for time <p>Physical Demands: Individuals employed with the Nursing Division must be able to meet the physical demands identified below with or without reasonable accommodation</p> <ul style="list-style-type: none"> ◆ Eyesight – Corrected vision 20/40 ◆ Hearing – Able to hear normal conversation and diminished sounds ◆ Speech – Able to talk clearly ◆ Strength – Able to perform required duties ◆ Physical Activity: Able to walk, stand, sit, lift, push, pull, carry, stoop, kneel and climb without restriction. Able to complete a two person lift. 						

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Goals:
Manager comments:
Employee Comments:

Overall Score:
 Unsatisfactory Below Standard Meets Standard Exceeds Standards Outstanding

Employee Signature: _____ **Date:** _____
Manager Signature: _____ **Date:** _____
Administrative Signature: _____ **Date:** _____