

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

6.400  
6.401

Class Specifications  
for the Classes:

GRADUATE NURSE I & II  
SR-16; SR-17  
BU:79

GRADUATE NURSE I

6.400

Duties Summary:

Under the immediate supervision of a higher level registered professional nurse, assists in coordinating nursing care for patients, receives orientation and guidance on nursing policies and procedures and nursing care techniques; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: Positions at this level receive on-the-job orientation and guidance in following standards of Nursing Care through the review of medical records, shadowing and other educational exercises. Assigned tasks shall not require the positions at this level to exercise nursing judgment or intervention (Chapter 457, HRS, Nurses, Department of Commerce and Consumer Affairs).

Supervisory Controls: The Graduate Nurse receives immediate supervision from a higher level nurse and has narrow latitude in exercising initiative and judgment. Specific and detailed instructions are frequently provided as to the tasks to be performed, the procedures to be followed, and the manner in which finished work is to be submitted. Training and work assignments are closely and critically reviewed for compliance with instructions, thoroughness, and application of standard practices and techniques to assure potential for further training and development. Continued guidance and instruction are provided during the progress of the assignment

Guidance Available: Positions at this level receive orientation on the availability and use of such guidelines as doctors' standing and special orders, nursing procedure manuals and other guides, nursing care plans, and institution or agency policies and procedures. Strict conformance with explicit and detailed procedures and instructions is required.

Examples of Duties:

Attends orientation about responsibilities related to patient care (CAMH, 1996, HR4.1) which includes patient and public interaction; procedures for responding to unusual clinical events and incidents (violence, AMA, elopement, emergency preparedness, codes); hospital channels of clinical, security, and administrative communication; hospital policies (e.g., nursing, environment of care, etc.) and procedures and orientation competencies; employee health and wellness; regulatory requirements and accreditation standards; safe and proper operation of hospital equipment (e.g., infusion pumps, lifts, pyxis system, HBOC, etc.); Critical Thinking; Transcultural Care; complete age-related competencies and testing; Nurse ethics, Nurse Practice Act and Being a Professional Nurse; Pain as the 5<sup>th</sup> Vital Sign.

Performs simple tasks and work assignments in the occupational specialty and receives formal and on-the-job training for the purpose of gaining knowledge and developing skills in: the basic principles, concepts, work processes and reference material fundamental to the professional work to be performed; the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; the application of work processes and techniques.

Performs any and all duties of nurse assistive personnel such as nurses' aides, transporters and clerical staff. Duties and competencies to be tested may include: Admitting patient to unit: Orient patient to room, operation of call bell, phone, etc., labeling personal items and clothing etc; communicating with patient: Answer class bell, intercom, calling over intercom; respecting other people's cultural values.; taking patient vital signs; Communication: What to report; receiving report; documenting incidents; patient assignments; breaks; communication book; memo's; staff meetings; location of reference manuals; confidentiality.

Patient Care: Care of mouth and teeth; washing dentures; bathing by shower, tub/bed bath, peri-care; bowel care; shaving (blade/electric); dressing; hair, nail and skin care; fluids-passing fresh water; intake/output, restricted, force3d; heights and weights-standing scale, bedside scale, baby scale; restraints and poseys; turning and positioning; foods-diet accuracy, serving/removing trays, recording amounts consumed, nourishment and supplements, choking; pain assessment-asking the patient about pain, comfort measures, working with the environment to promote healing; foleys and lab specimens-emptying, caring collecting urine/stool sample, transporting to laboratory; ostomy care.

Hospital equipment/obtaining supplies: Suctions/drains/pumps-continuous wall suction, gomco, underwater seal, J-Vac drain, T-Tube, Penrose drain, IV pumps, pumps that deliver narcotics, beds and pads-low bed, unit beds, pulmonex beds, flex-air beds, big boy beds, lock out/tag out, wheelchairs, hoyer lifts, bedside commode, crash cart location and monitors on unit; alternating pressure pads, hypothermia blankets; supplies from pyxis, central supply, storeroom, physical therapy; telemetry-placement of leads; setting up a patient room for infant, child, adult, pre-op fractured and trapeze.

Isolation Procedures: Care of patient in isolation, protective isolation, hepa filter, personal protective equipment-respiratory precautions; universal precautions; chemotherapy precautions.

Post mortem care: Washing the body; tidying the room for viewing; cultural rituals and religious beliefs about death and dying; what to do with deceased belongings, care of the deceased family, transporting the body to the morgue.

Laundry and Housekeeping: How to dispose of dirty laundry, obtaining needed laundry, the housekeeping closet and when to call housekeeping.

Hazardous Waste: What is hazardous waste and where to dispose of, chemotherapy waste, disposing of non-hazardous waste.

Patient Transfers: Role of the Nurses Aide during transfer to another unit within hospital or air ambulance, promotion of independence, self-esteem and worth.

Discharging the Patient: Ensure that patient leaves with belongings, stripping the bed, notifying housekeeping of patient discharge.

Knowledge and Abilities Required:

Knowledge of: Nursing theory and practice; biological, physical, social and medicinal sciences as related to nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and developments in nursing as evidenced by possession of a BSN or ASN.

Ability to: Apply nursing theory and practice in assignments and/or exercises aimed towards developing the knowledge, skills and abilities to plan and give nursing care, interpret and evaluate symptoms of patient's condition and take appropriate action; establish and maintain good working relationships with hospital personnel and medical staff.

GRADUATE NURSE II

6.401

Duties Summary:

Under the immediate supervision of a preceptor, provides nursing care, treatment and services and/or health education information to patients, may participate in patient and family teaching, maintains standards of nursing care; follows established policies, procedures or specific instructions and performs other duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: Positions at this level are responsible for independently performing the full range of practical nursing care and related technical work. The position may work on rotating shifts and in a variety of care units (e.g., medical, surgical, OB/GYN, ICU/CCU, ER, SNF, ICF, etc.).

Supervisory Controls: The Graduate Nurse II receive assignments daily and perform work independently in conformance with established policies and procedures; however, specific instructions or immediate supervision is provided in cases requiring advanced and/or specialized treatments and procedures.

Guidance Available: Positions at this level receive orientation on the availability and use of such guidelines as doctors' standing and special orders, nursing procedure manuals and other guides, nursing care plans, and institution or agency policies and procedures. Strict conformance with explicit and detailed procedures and instructions is required.

Examples of Duties:

Prepare, administer and record prescribed selected medications (e.g., oral, rectal, inhalation, subcutaneous, intramuscular, prepared intravenous drips, ear, nose, eye, topical, and vaginal); initiate IV therapy, hang and monitor IV medications and blood products under the supervision of a preceptor; administer treatments, including tube feedings/gavage feedings or other types of feedings; oxygen; respiratory treatments; tracheostomy care and suctioning, etc., as ordered by the physician; perform procedures such as nasogastric tube insertions, aspirations, irrigations and removal of nasogastric tube; apply packs (cold, hot, wet, dry); give enemas (cleansing, cooling, retention); irrigate (vaginal, colostomy, ear, eye throat); catheterize patients using aseptic techniques; care for patients with indwelling urinary catheters; clean wounds and apply various dressings and compresses; give immunizations; perform patient care duties and/or treatment based on specific patient needs, perform and/or assist physicians with various diagnostic tests and treatment procedures; assess, interpret, evaluate and report symptoms of patient's condition to preceptor/charge nurse and physician as indicated and take appropriate action; develop and implement nursing care plans for assigned patients; provide professional nursing care and treatment services to patients; document patient assessment and interventions and patient outcomes in the patient's chart; receive on-the-job orientation and guidance in nursing policies and procedures and nursing care techniques; develops and implements nursing care plans for assigned patients; render nursing diagnosis and perform standard nursing procedures.

Knowledge and Abilities Required:

Knowledge of: Nursing theory and practice; biological, physical, social and medicinal sciences as related to nursing theory and practice; nursing techniques and procedures;

nursing literature and current trends and developments in nursing as evidenced by possession of a BSN or ASN.

Ability to: Apply nursing theory and practice in assignments and/or exercises aimed towards developing the knowledge, skills and abilities to plan and give nursing care, interpret and evaluate symptoms of patient's condition and take appropriate action; establish and maintain good working relationships with hospital personnel and medical staff.

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This is the first class specification for the classes, GRADUATE NURSE I & II.

DATE APPROVED: November 24, 2006

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VP/Director of Human Resources