

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Registered Nurse	SALARY GRADE:	HU-13
DATE CREATED:	December 01, 2014	EEO CODE:	02
JOB CODE:	6018	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students of the department and the University. External contacts include vendors, contractors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Monitor, record and report symptoms and changes in patients' conditions.
- Maintain accurate, detailed reports and records.
- Record patients' medical information and vital signs.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Direct and supervise less skilled nursing or health care personnel or supervise a particular unit.
- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.
- Monitor all aspects of patient care, including diet and physical activity.

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Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.

Prepare patients for, and assist with, examinations and treatments.

Performs other job related duties as assigned.

CORE COMPETENCIES:

Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skill in the operation of computers, related software applications and standard office equipment, in a timely accurate and efficient manner.

Good communication skills, with competence in both oral and written English.

Ability to provide personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and parents and the general public.

Ability to work staggered hours of duty as scheduled/or beyond hours to complete assignments.

MINIMUM

REQUIREMENTS:

Bachelor's degree in Nursing or equivalent. Valid license as a Registered Nurse in the state of practice.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management