

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Registered Nurse		
Work Location	Hospital		
Reports to:	Nurse Manager Inpatient & Outpatient		
Dotted Line Report to:	-	Division:	Nursing
Grade:	13	Department / Department Code:	Clinical Affairs Children and Women's Health Nursing & Pediatric Critical Care Nursing (PICU & NICU)
Job Code:		Section/Unit:	Inpatient & Outpatient
Approval Date		Renewal Date	

2. JOB OBJECTIVE

Responsible for identifying activities of daily living and appropriately planning, implementing and evaluating patient care, based on individualized assessment. The Registered Nurse is accountable for her /his actions and for ensuring that patient care in SGH Hospital is performed in accordance with established policies, procedures and international standards.

3. JOB DIMENSIONS

Number of staffs supervised:	Direct Reports:	0
	Indirect Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES

Description

Corporate Strategy:

- Implement action plans to promote person centred care in your area.

Policies, Systems, Processes & Procedures:

- Follow all relevant unit policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner while delivering a quality service to customers and stakeholders.
- Assist in preparing and updating policies and procedures.
- Coordinate with and support IT in implementation of enhancements and improvements to systems and processes and resolution of system issues, if any.

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- Adhere compliance with bylaws, rules, and regulations adopted by the Kingdom of Saudi Arabia and by SGH

Patient Care:

- Ensure patients have information regarding the immediate and long-term financial implications of treatment choices, in so far as they are known.
- Assess, plan, implement and evaluate the nursing plan of care based on individual patient needs, lifestyle, gender and cultural background.
- Prioritize patients' needs and delegate aspects of nursing care to the other nursing personnel within his/ her scope of professional responsibility.
- Prioritize work schedule to meet the needs of the patient and initiate prompt nursing intervention based on changes in the patient's condition.
- Maintain and demonstrate clinical competence in all aspects of patient care including those with complex needs.
- Ensure the involvement of patient, family /significant others in the patients always care and maintain patient's privacy and confidentiality of information /records.
- Ensure continuity of care by maintaining accurate and concise documentation.
- Anticipate, recognize and manage emergencies and unsafe situations/practices and initiate appropriate and timely interventions.
- Ensure accurate billing information is recorded and participate in continuous quality improvement initiatives, in-service education programs, unit meetings, and committee functions as assigned.
- Participate actively in patient and family education activities and work towards ensuring a patient satisfaction-oriented environment at all times.
- Maintain confidentiality and privacy of patient and information related to patients care throughout.
- Ensure approval from the insurance company before performing, take the help of insurance coordinator and front office executive whenever/if needed.
- Act as a liaison between clinician, registration counter, insurance coordinator and other investigation area in providing high quality patient care services.

Safety, Quality & Environment

- Comply with all relevant health, patient safety and environmental management policies, procedures, patient and family right policies and controls to ensure a healthy and safe work environment.
- Provide person-centered care behavioral expectations in order to comply with SGH values.
- Abide by CARE communication and service standards when interacting with other staff members or with patients and families

Reporting

- Contribute to the preparation of timely and accurate reports to meet unit requirements, policies and standards.
- Responsible for confidentiality of information that they access to or came across during their employment at SGH.

General Responsibilities

- Maintain professional growth and development to keep abreast of the latest trend of work scope.
- Attend CARE training sessions and other trainings as required.
- Provide solutions to meet and exceed patient's expectations.

Related Assignment

- Perform other related duties or assignments as directed by the Unit Head.
- Participate in hospital committee, task-force meetings and other meetings as required.

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5. COMMUNICATIONS & WORKING RELATIONSHIPS

Internal:	<ul style="list-style-type: none"> Nursing division SGH Branches and departments
External:	<ul style="list-style-type: none"> Patient Families Patient attendants

6. QUALIFICATIONS AND EXPERIENCE

Entry Qualification	Specialization	Minimum Experience
PhD		NA
Masters		NA
Bachelor	Bachelor of Science in Nursing	4-6 years
Diploma		NA
High School		NA

Other Specifications (Please mention mandatory/preferred certifications, licenses and registration required for this position):

- Registered Nurse (RN) license required
- All Qualification must be accredited by SCFHS

7. COMPETENCIES

Core*	Level 1	Level 2	Level 3	Level 4
Collaborates		Advanced		
Ensures Accountability		Advanced		
Plans and aligns		Advanced		
Drives Results		Advanced		
Customer Focus		Advanced		
Technical*		Level 1	Level 2	Level 3

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8. VERIFICATION

The position holder and hiring manager have read and discussed the job description and agree that it accurately describes the position.

Position Holder	Line Manager	Corporate Organization Development
NAME:-	NAME:-	NAME:-
ID:-	ID:-	ID:-
Date	Date	Date
SIGNITURE	SIGNITURE	SIGNITURE