Roles and Responsibilities

Nursing

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| ROLE | Expectations/Responsibility |
| Executive Director | * PIP: Assist with providing tools needed to keep patients safe |
| Director | * Overseeing and elevating the unit * Represent the team at the hospital and enterprise level through different meetings and advocate for unit * Work through different PI projects and ICU workflows * Monitor productivity and budget * Patient and family rounding * PIP   + Complete rounds on high risk patients (CVC Dwell > 7 days, Foley dwell > 7 days, high fall risk, high risk for skin breakdown)   + Check in with staff regarding patient safety |
| Manager | * Review safety event daily   + Follow-up with staff   + Identify areas of improvement and facilitate the change * Attend daily safety debriefs and communicate information to staff * Knowledgeable about resources and policies * Communicate changes in a timely manner   + Host monthly unit/cluster meetings   + Huddle and slideshow on unit * Assist team growth/empower change * Represent the team at the hospital and enterprise level through different meetings and advocate for unit * Work through different PI projects and ICU workflows * Monitor productivity and budget * Be responsible for staffing (staffing with resources available; creating a balanced schedule)   + Collaborate with HR to continue to grow our team * Assess the needs of supplies on the unit. Obtain supplies as needed. * Check in with staff * Collaborate with CCLs/charge nurse to work through day to day operations in rounding with patients, families and staff (be visible- round daily on the unit)   + Each week have posted office time. * Facilitates onboarding of new RN’s and NA’s. * Creates orientation calendars * Assigns preceptors to new hires * Follow up with staff on orientation (meetings) and track progress of new staff. * Meet with all new employees within the first 2 weeks of starting * Tracking mandatory education (BLS, ACLS, Stroke, etc) * Assign preceptors and work with Nurse Interns * Ongoing competency education and management * Update calendar of events on unit and SharePoint * Promote educational opportunities * Work with educational reps to provide outside education (LVAD, PAH education, etc) * In collaboration with UE, develop timely educational opportunities to address needs identified by education needs assessments within the department * Setting up interdisciplinary educational sessions (Talks with Docs, Trivia) * Assist with teaching department specific classes * PIP   + Monitors high risk patients and rounds to ensure safety (CVC Dwell > 7 days, Foley dwell > 7 days, high fall risk, high risk for skin breakdown)   + Assess and support completion of PIP tool   + Guide projects meant to improve patient safety   + Mentor and support nursing |
| Lead Nurse (CCL) | * Lead the shift/lead by example * Manage day to day staffing on unit * Be approachable * Be knowledge about policies and changes on the unit * Round daily with staff and provide real time feedback * Update staff on daily changes * Update leadership on status of the unit * Assist with follow-up from safety events * Lead daily huddles * Assist in monitoring productivity * Assist in completing audits * PIP   + Documents on PIP tool   + Delegates as necessary   + Real time follow up on deficiencies   + Provide encouragement for job well done (5:1 feedback)   + Review findings at huddle (Communicate Clearly)   + Encourage line removal |
| Bedside Nurse | * Give excellent patient care every shift (knowledgeable about patient and their needs) * Follow our unit norms and policy * Attend daily huddles * Attend unit meetings * Maintain mandatory education * Assist in identifying areas of improvement and assist with coming up with a solution.   + Open to feedback * Be accountable * Speak up for safety in the form of buddy checks and cross checks at bedside report   + Plan ahead. Set each other up for a good shift * Collaboration * Assist with monthly audits * Complete documentation * Assist with retention efforts * Responsible to maintain equipment on the unit such as return borrowed equipment clean and to the correct location. This relates back to the manager role but need staff to take care of equipment. * PIP   + Identify barriers and help identify solutions to overcome. (Questioning Attitude)   + 100% compliance with unit norms (Know why and Comply)(Attention to Detail)   + Reach out for assistance if unable to complete (Speak up for Safety)   + Help assist in PIP round audit if delegated |
| Nurse Aid (NA) | * First help the patients * Be available for every 2hr turns * Update the white board in the patient rooms and the team station with their name and phone numbers * Carry the Zebra phone * Keep the room and the unit clean * Help empty garbage and linens from rooms when full * Communicate with the nurses * Help everyone * Care round * Assist with monthly audits * PIP   + Incorporate PCT into PIP round completion- NA PIP tool |
| Rapid Response Nurse | * Represent the critical care cluster * Round on all staff on the unit * Respond to calls as defined in your role * Improve outcomes by early recognition and intervention when patient condition changes. These include reducing hospital mortality, cardiac and respiratory arrests, critical care transfers, intubations, and facilitating more timely transfers to a higher level of care. * Improve collaboration and communicate among all health care team members. * Provide clarification and education when communication has broken down between hospital staff and patient and or family members. * Support and enhance critical thinking and assessment skills of nursing staff.   + Help answer questions respectfully   + Assist the bedside nurse in communication with the MD and entire disciplinary team, especially when they feel out of scope.   + As a role model on the unit, the expectation is to assist others with routine cares like turns and mobility, admissions, etc. * Attend and facilitate Code Team Huddle. * PIP   + Assist with completion of PIP audit tool   + Role model SAFE patient practices   + Provide opportunities for others to ask questions |
| Unit Educator (UE) | * Follow and support new nurses to the ICU for one year. * Regular check-ins with new staff * Regularly round on the unit to identify and “real time” education opportunities. * Support Nursing Retention Strategies and report out on nursing turnover. * Provide education and support ICU yearly initiatives * Provide education and support hospital wide initiatives. * Ongoing competency education and management * Collaborate with all levels of educators to support all educational needs. * Organize shadowing experiences * Teach at department level education sessions (Classroom Sessions, Triage Class, etc) * Promote growth and professional development through providing opportunities to engaged staff * Review initial orientation checklist annually and consult with LEAD Center for revisions. |
| PI Rep | * Assist with project planning and implementation for performance improvement and nursing quality indicators * Assist with audits |
| Senator | * Represent unit at senator meeting * Bringing information back unit via email and UBC * PIP   + Collaborate with nursing units to share triumphs and challenges and discover solutions to patient safety problems |
| UBC (Unite-based Council) | * A venue for all different committee members to bring information back to the care team * Identify areas of improvement that the UBC group wants to work through |