

**Michael E. DeBakey VA Medical Center
Houston, Texas
VALOR STUDENT**

FUNCTIONAL STATEMENT

**LOCATIONS: MEDICAL-SURGICAL, REHABILITATION, MENTAL HEALTH,
OPERATIVE CARE LINE**

DUTY STATEMENT

The VALOR Student provides nursing care in accordance with duties, knowledge and skills identified in this functional statement. This is an intermittent position within the Clinical Practice Office and Nursing Services. The VALOR Student administratively reports to the Professional Development Coordinator and clinically reports to the Nurse Manager of the assigned unit. The VALOR Student functions under the direct supervision of the RN who is responsible for the coordination of patient care. The VALOR Student is currently enrolled in an accredited School of Nursing recognized by the Veterans Health Administration (VHA). The student has successfully completed two (2) clinical semesters in a Baccalaureate program. The VALOR Student's level of practice will be dependent upon clinical skills certified by the School of Nursing. Assignment will be progressive based on verification of completed clinical skills within the nursing program and/or the clinical experience at the MEDVAMC. The VALOR Student Nurse will be closely supervised and work with an assigned preceptor at all times.

POPULATION SPECIFIC CARE

Provides specific care, treatment, and services to a diverse population of Veterans according to the following distinctions:

- Age
- Particular disease or condition
- Point on the wellness-illness spectrum, including conditions considered urgent, acute, or chronic
- Level of physical and mental ability
- Availability of family and social support

MAJOR DUTIES

1. Provides direct care for complex, acute and long-term patients/residents according to established MEDVAMC Policies and Nursing Procedures.
2. Assumes full responsibility for care, safety, and comfort of patients in transit.
3. Makes observations of subtle changes in patient's/resident's condition, i.e. behavior shifts, mood, skin coloring, appetite, etc.
4. Places Cardiac monitors on patients and ensures continuation of monitoring
5. Documents care given, observations, and responses on appropriate tools or forms.
6. Administers complete tracheotomy care, including suctioning.
7. Assures receipt of adequate nutritional intake either through observation of patient/resident, feeding patient/resident, or properly positioning and checking placement of feeding tube.
8. Performs enemas, colostomy care, skin care (including massages and simple dressings), application of braces and prosthetics devices, and monitors intake and output, all according to established procedures.
9. Recognizes the patient's/resident's autonomy and promotes independence by means of respect, limit setting, and individualized treatment.

SAFETY

1. Initiates emergency procedures (e.g., CPR, fire, and police). Demonstrates competence according to Adult Basic CPR, Safety and Emergency policies and procedures with minimal supervision.
2. Identifies, corrects and/or reports actual or potential safety hazards (e.g., clean up spills, remove sharps) within the workplace, including malfunctioning equipment immediately.
3. Reports all accidents or special incidents to supervisor at time of occurrence and completes all documentation as indicated.
4. Reports to fire/emergency drills immediately.
5. Handles patient/resident care equipment safely. As assigned, demonstrates competence as defined in policy and procedures related to safety.
6. Adheres to principles of disturbed behavior management and body mechanics as trained in the delivery of patient/resident care.
7. Supports and promotes a therapeutic milieu and protects patient's/resident's rights by immediately reporting situations that appear to violate any such rights, including patient/resident abuse or neglect (verbal or non-verbal).

TECHNICAL COMPETENCE

1. Administers nursing care to patients/residents, such as baths or showers, enemas, treatments and minor dressing changes as assigned.
2. Assists patients/residents in achieving optimum muscle functioning by positioning, turning and providing active or passive range of motion. Moves, lifts, and transfers patients/residents as assigned with equipment provided including, but not limited to: transfer board, hoyer, surgi-lift, etc.
3. Assists with patient/resident activities utilizing rehabilitative, and supportive nursing care as identified in the plan of care. Assists patient/resident to eat and/or drink prescribed diet to prevent choking and provide ease in eating.
4. Participates in structured activities including, but not limited to groups, orientation and diversional activities, based on patient/resident care needs identified in the plan of care. As indicated, participates in interdisciplinary treatment team meetings, sharing observations and patient/resident response to intervention.
5. Collects data for assessment/reassessment.
6. Orients new patients/residents to the unit.
7. Takes vital signs (blood pressure, heart rate, respiratory rate, and temperature) height and weight and records on designated form in CPRS according to nursing policy/procedure. Vital signs are recorded and progress notes are completed thoroughly and accurately by the end of the tour.

MEDVAMC VALOR Student Functional Statement

8. Based on assigned area, performs simple to complex nursing care procedures such as: catheterization, suctioning (exclusive of deep tracheal), wound care, established colostomy care, tube feeding (exclusive of tube insertion), tracheotomy care (exclusive of tracheotomy tube replacement), oxygen therapy, deep breathing and coughing and specimen collection according to written policies and procedures.
9. Assists health care providers with procedures by assembling equipment, positioning/holding patient/resident, and/or handling equipment/instruments. Prepares patients/residents for diagnostic and/or therapeutic procedures.
10. Maintains stock levels of supplies and medications.

MEDICATION ADMINISTRATION

The VALOR Student shall not:

- Administer any medications.
- administer blood and blood products;

He/She can, however, perform the following:

- Identify, report, and document medication reactions and side effects immediately; and
- Observe and monitor a patient/resident during a blood transfusion.

COMMUNICATION/OBSERVATION/REPORTING AND RECORDING

1. Utilizes appropriate therapeutic interventions for all patients/residents. Recognizes and responds to patients/residents who require nursing care, e.g. seriously ill, disturbed, confused, or wandering patients/residents.
2. Monitors patients/residents according to levels of observation, acuity levels, and assignment sheet.
3. Utilizes observation skills for data collection, reporting, and recording.
4. Promotes process improvement initiatives, identifies problems, collects data, and supports change. Completes administrative process as assigned by the Nurse Manager or designee. Identifies, reports, and documents subtle changes in patient's/resident's behavior or condition to the RN and appropriate collaborative treatment team members. Recognizes subtle or acute variations that require reporting. Promptly reports deviations from normal.
5. Offers supportive nursing care to critically or terminally ill patients/residents. Provides emotional support to patient/resident/family and/or significant other.
6. Communicates information in a calm, non-judgmental, non-threatening manner. Adheres to established policies on patient/resident abuse, ethical conduct, and patient/resident rights.
7. Safeguards the patient's/resident's right to privacy.
8. Maintains confidentiality of patients/residents in all areas (verbal, written, and computer).

CUSTOMER SERVICE

1. Uses effective interpersonal skills in all contacts with patients/residents, significant others, family and coworkers. Responds to the needs of patients/residents, visitors, staff and others in a courteous and timely manner. Communicates/demonstrates acceptance of patient/resident/family's, visitors, staff and other's beliefs and cultural, religious, and socioeconomic background.
2. Demonstrates the ability to resolve conflict and promote harmonious relationships.
3. Supports and promotes the organizational goals in providing patient/resident care which results in customer satisfaction.
4. Uses tact and diplomacy in all contacts with patients/residents, significant others, families and coworkers.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

1. Knowledge of a body of standardized patient/resident care and skills sufficient to perform nursing care procedures such as wound care, catheterization, dressing changes, tube feeding, foot soaks, etc.
2. Knowledge of a body of standardized psychiatric patient/resident care and skills sufficient to conduct procedures such as observation of suicidal patients/residents and management of disturbed behavior.
3. Knowledge of standard medical terminology and skills sufficient to provide and gather information related to patient/resident care.
4. Knowledge of equipment terminology and sufficient skills to identify and use equipment and supplies.
5. Knowledge of the aging process related to physical, social, and psychosocial growth and development.
6. Knowledge of cultural and religious differences and the ability to embrace the positive aspects of diversity.
7. Knowledge and skills sufficient to follow nursing principles when providing care to assigned patients/residents and perform procedures accurately.
8. Knowledge and skills sufficient to observe and report physical and emotional changes and/or reactions on the part of the patient/resident.
9. Knowledge and skills sufficient to utilize effective communication techniques.
10. Knowledge and skills sufficient to enter specific information on the patient's/resident's record following established policy.
11. Knowledge and skills sufficient to communicate information via computer.

SUPERVISORY CONTROL

The employee receives clear and specific instructions regarding assignment from the RN. Recurring tasks are carried out independently. The employee recognizes the need for and seeks guidance when necessary to ensure quality patient/resident care. Through periodic observation, the RN evaluates work performance and gives direction as needed.

1. Immediate Supervisor is the Nurse Manager and/or charge Nurse of the unit who assigns and schedules duties and supervises the Student Nurse performance. The Nurse Manager, with input from the Nurse preceptor, evaluates work performance and makes recommendations, as appropriate.
2. After orientation, the Student Nurse is expected to work without close supervision.
3. Professional staff members are readily available and are to be contacted for any problem.
4. The incumbent can be depended upon to report promptly to and/or off duty as assigned.

GUIDELINES

Specific guidelines cover all aspects of the work assignment. Guidelines used are policies, procedure manuals, plans of care, and change of shift report. Employee uses judgment in selecting the most appropriate application of the guideline based on the patient's/resident's condition and previous instructions. Any deviation from established procedure is directed/supervised by the RN.

COMPLEXITY

This work consists of a variety of tasks from simple to complex that require completing in a timely manner. The employee must make choices to determine what steps are to be taken based on the type of nursing care and the type of patient/resident under consideration.

SCOPE AND EFFECT

The purpose of the work is to provide safe, effective, quality patient/resident care that covers personal care; diagnostics support procedures, treatment procedures, patient/resident charting, and patient/resident teaching. The work ensures continuity of care and smooth functioning of the unit.

PERSONAL CONTACTS

Personal contacts are with patients/residents, family member/significant others, visitors, nursing personnel, and medical center staff. Contacts with the patients/residents are for the purpose of providing a wide range of nursing care. Patients/residents may be unusually difficult to care for or communicate with because of such problems as inability to understand or follow instructions. Employees must exercise skill in influencing and communicating with these patients. Contacts with family or significant others are for the purpose of providing basic information related to nursing interventions to family members/significant others and encouraging participation in accordance with the plan of care. Contacts with nursing personnel are to coordinate work effort and to provide timely information on changes in patient's/resident's condition. Contacts with the treatment team are for the purpose of exchanging information and assisting with planning care.

PHYSICAL DEMANDS

Requires rotation of tour assignments. Requires regular and recurring bending, stooping, walking, stretching, lifting, and repositioning patients/residents or similar activities. Work requires the ability to physically intervene with disruptive patients/residents and protect self from injury using the knowledge gained from violence prevention training.

WORK ENVIRONMENT

Work is performed on an assigned unit within the medical center setting. Work may involve exposure to infection and possible contagious diseases. Standard precautions and isolation techniques will be employed as indicated. There are occasions where response to physical and/or verbal abuse by patients/residents requires knowledge gained from violence prevention training.

**The terms resident and patient shall be used interchangeably.

“I have reviewed and discussed the position description which reflects the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out Government functions for which I am responsible”.

Signed:

_____ Date: _____
Samantha D. Townsend, RN, MBA
VALOR Program Coordinator, Office of Professional Development

_____ Date: _____
Nurse Manager

_____ Date: _____
VALOR Student

Revised 06/2012