

Employee Name: _____

Rating Period: _____ to _____

I. Administrative Requirements:

1. Successful completion of the junior year at an National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE) by May/June of current year and anticipated graduation within one year after entry into the VALOR program.
2. Has a cumulative Grade Point Average of 3.0 on a 4.0 scale and no grade lower than a B in a nursing course.
3. Must be able to complete a minimum of 400 consecutive hours on the same schedule as preceptor. Appointment as a VALOR student may range from 3 to 12 months. Valor students will be appointed under 38 United States Code (U.S.C.) 7504 (a)(1)(D) at a salary equal to 80 percent of the Local VA facility's per annum salary rate for Nurse I, Level 1, Step 1 on the general nurse schedule as of January 1, 2013.

II. Accountability/Responsibility: Accountable to Nurse Manager or other first line supervisor. Practice under the direct supervision of BSN prepared preceptor.

III. GENERAL DESCRIPTION OF ASSIGNED DUTIES

The Valor Student under the direction of the Registered Nurse Preceptor provides care and counseling of persons or in the promotion and maintenance of health and prevention of illness and injury based upon the nursing process which includes systematic data gathering, assessment, appropriate nursing judgment, and evaluation of human responses to actual or potential health problems through such services as case finding, health teaching, health counseling; provision of care supportive to or restorative of life and well-being; and executing medical regimens including administering medications and treatments prescribed by a licensed or otherwise legally authorized provider. (Indiana Board of Nursing) The Valor nurse's primary commitment is to the patient, whether an individual, family, group, or community. (ANA Code of Ethics for Nurses)

The VA Northern Indiana Health Care System (VA NIHCS) is a multi-campus facility, having a total of 285 operating beds (75 Mental Health; 150 Nursing Home Care Unit beds; 30 inpatient acute medical/surgical/ICU ; 30 Residential Beds), Community Based Outpatient Clinics in South Bend, Goshen, Peru and Muncie, Indiana and Veterans Resource Centers in Fort Wayne and Logansport, Indiana. The facility also serves a large outpatient population encompassing approximately 40,000 Veterans in Northern Indiana and Northwestern portion of Ohio.

Scope of Nurse I, Level 1: Delivers fundamental, knowledge-based care to assigned patients while developing technical competencies. (VA Handbook 5005, Part II, Appendix G6). The Nurse I, Level 1 Valor Nurse is a NOVICE nurse who is in the senior year of Nursing school, with, upon hiring, no experience of the situations in which they are ultimately expected to perform.

IV. ADMINISTRATIVE QUALIFICATION STANDARDS

CITIZENSHIP	RN PRE LICENSURE	EDUCATION	RN EXPERIENCE	OTHER
United States	Attendance at an accredited school of nursing recognized by the VA.	Enrollment in a Bachelor's of Nursing Program	None	(Upon Appointment only) Satisfactory physical examination as determined by the Employee Health Unit (Upon Appointment only) Verbal and written English language proficiency

All schools of nursing must be accredited by the appropriate State agency, and accredited by either the Accreditation Commission for Education in Nursing, (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC), or the Commission on Collegiate Nursing Education (CCNE) at the time the program was completed.

V. SUPERVISORY CONTROLS

The incumbent is under the supervision of a Nurse Manager who provides the administrative supervision and general instruction, plans and assigns work, assigns time schedules, approves leave, and completes performance evaluations. Clinical supervision is provided by a registered nurse preceptor. Incumbent is responsible for being self-directed in the delivery of patient care under moderate to close supervision and instruction by the registered nurse preceptor.

VI. AGE, DEVELOPMENT, AND CULTURAL NEEDS OF PATIENTS

The population of male and female Veterans served ranges from the adult, age 18, to the elderly adult, age 65 and over. Age-related and cultural interventions appropriate to the cognitive, physical, and emotional needs will be employed at all times, tailored to the individual patient, incorporating knowledge of changes associated with aging and principles of growth and development.

VII. CUSTOMER SERVICE REQUIREMENTS

VANIHCS embraces patient-family centered care principles. The incumbent practices good customer service in all work activities. Must be poised and articulate in communicating with people of varied educational levels and varied ethnic backgrounds. Makes caring for the Veteran his/her priority while in the work setting and demonstrates customer service principles in all aspects of work. Willing to work cooperatively as a member of a team in all assignments.

VIII. COMPUTER SECURITY REQUIREMENTS

The incumbent consistently adheres to information security policies and procedures and complies with all provisions of the access security agreement. Reports all known information

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security incidents or violations to the supervisor and/or the Information Security Officer immediately. Reports all known privacy incidents or violations to the Privacy Officer immediately. Compliance is measured by supervisory observation and periodic random monitoring by the Information Security Officer or Office of Information Technology staff. Major violations such as loss of or unauthorized release, alteration, or deletion of sensitive data are unacceptable.

IX. ON-GOING EDUCATION AND TRAINING/COMPETENCY VALIDATION

Basic Life Support (BLS) required for Valor Students in direct patient care positions per policy. Advanced Cardiac Life Support (ACLS) required in specific specialty areas and assignments per policy. Incumbent will be self-directed in completing orientation and on-going mandatory education. Will actively participate in annual competency assessment and validation.

X. PHYSICAL DEMANDS

This position requires visual acuity, keen hearing, clear distinctive speech, and manual dexterity. This position requires potentially long periods of continued walking, standing, stooping, sitting, bending, pulling, and pushing. Transferring patients and objects may be required. The incumbent is expected to use proper preventive technics to perform duties. The incumbent may be exposed to infected patients and contaminated materials and may be required to don protective clothing in isolation situations or operative/invasive procedures. The incumbent may be exposed to patients who are combative secondary to delirium, dementia, or psychiatric disorders. The incumbent must be a mature, flexible, sensible individual capable of working effectively in stressful situations, able to shift priorities based on patient needs. Must complete annual Employee Health requirements, such as annual TB screening or testing, as a condition of employment.

XI. OTHER FACTORS

This position potentially requires flexibility in schedule and assignments, as this is a 24/7 hospital. Some positions require rotation of tours or indefinite work on non-administrative tours as established by the immediate supervisor. Self-motivated in the pursuit of meeting professional work standards. If the incumbent is a purchase card holder, performs the duties of a Government-wide Purchase Care Program cardholder in support of his/her service/department/service line. The cardholder is required to complete all required training courses as directed by the agency/organization program coordinator. Responsible for the proper use of the purchase card, being knowledgeable and complying with assigned spending regulations. Complies with all Federal, VA, and local purchase card program regulations. Verifies funds availability prior to making purchases and ensures receipt of goods ordered. Safeguards the purchase card at all times. Complies with all purchase card program audits.

XII. CAREER PATH: CLINICAL

Valor Nurse Responsible and accountable for all elements of the nursing process when providing direct patient care. Assesses, plans, implements and evaluates care based on age-specific components. Assumes responsibility for the coordination of care focused on patient transition through the continuum of care, patient and family education, patient self-management after discharge, and supporting factors that impact customer satisfaction. Considers all characteristics of the individual, including age and life stages, state of health, race and culture,

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values, and previous experiences. Administers medications and procedures per established policies and guidelines. Influences care outcomes by collaborating with members of the interdisciplinary team. Core elements of performance include knowledge and active participation in unit/program level quality improvement processes and initiatives as well as customer service programs.

XIII. FUNCTIONS OF ASSIGNED DUTIES: PRACTICE QUALIFICATION STANDARDS

DIMENSION OF NURSING PRACTICE: PRACTICE
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PRACTICE: Uses the nursing process (assessment, diagnosis, outcome identification, planning, implementation, evaluation) in delivering safe care. Accurately documents care of patients.

Performance Standards

1. Completes and documents nursing assessments, seeking assistance to identify priority needs.
2. Performs and documents reassessments, recognizing changes in patient's needs and re-establishes priorities for care, seeking assistance as necessary.
3. Develops and documents the initial plan of care and updates the plan, seeking assistance as needed.
4. Utilizes nursing interventions, which promote patient's functional capabilities (i.e., safely administers medications, utilizes techniques for management of patient behavior, provision of appropriate activities to enhance psycho-social and physical functioning of patient), with guidance from Nurse Manager/designee.
5. Includes patient/family in establishing realistic, measurable goals, planning care, and patient education, seeking assistance as needed.
6. Implements and documents nursing interventions/orders and physician orders in a timely and accurate manner, requesting assistance when needed.
7. Initiates and documents teaching and discharge planning based on patient's family's identified needs, seeking assistance as needed.
8. Evaluates and documents patient response/progress towards attainment of goals/expected outcomes with minimal guidance.
9. Revises plan of care according to evaluation, seeking assistance as necessary.
10. Adheres to policies and procedures in response to medical/psychiatric emergencies and initiates action, seeking assistance as necessary.
11. Promotes the least restrictive environment that maximizes patient's functional status.
12. Uses patient care equipment in a safe and appropriate manner and assures proper maintenance seeking assistance as necessary.
13. Follows established safety and infection control standards, policies and procedures with minimal assistance.
14. Assigns patient care responsibilities based upon patient needs and competencies of providers and ensures that delegated tasks are completed seeking guidance as needed. With assistance, considers position descriptions, and functional statements in making assignments.

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15. Complies with and ensures the staff adheres to the Standard Operating Procedure (SOP) for reprocessing/cleaning Reusable Medical Equipment (RME). RME is classified as Critical Equipment - Class 1, Semi-Critical Equipment - Class 2, and Non-Critical - Class 3. RME cleaning will be done in accordance to the schedule on the unit.

16. Role-specific Competency Checklist is complete and is rated competent in all measured areas.

ETHICS: Safeguards patient privacy and confidentiality. Provides care in a non-judgmental, non-discriminatory manner, respecting the values of members of all cultures.

Performance Standards

1. Practice follows the ANA Code of Ethics for Nurses.
2. Maintains privacy and confidentiality of patient data, including the written and automated medical record and patient communications.
3. Identifies and incorporates cultural values and beliefs of patients into the care plan.
4. Is knowledgeable of the processes and systems available to address ethical issues.
5. Identifies ethical issues affecting individual patients' care and initiates actions to resolve those issues.
6. Demonstrates responsibility and accountability for own nursing judgments and actions.
7. Assists patients in communicating their value and beliefs to the treatment team.

RESOURCE UTILIZATION: Provides care in a safe and cost-effective manner.

Performance Standards

1. Demonstrates compliance with infection control practices, such as hand washing and wearing of appropriate personal protective equipment. Demonstrates safe work practices. Complies with safety rules and regulations for safe job performance and fire protection. Practices safe body mechanics, uses mechanical devices, and/or requests help when needed in moving, lifting, or turning patients to prevent injury to patient, self or others. Promptly reports all accidents to supervisor and notifies supervisor promptly of unsafe or unhealthy environmental situations/conditions. Corrects safety hazards promptly. Puts broken equipment out of service immediately, tags it as such, and follows-through for appropriate disposition of the broken equipment.
2. Prioritizes, organizes, delegates and/or completes assignments based upon patient care needs and competencies of providers.
3. Demonstrates proficiency in the safe performance of basic and complex nursing procedures.
4. Identifies and resolves routine problems related to patient care coordination, promoting efficient utilization of resources and cost-effective care.
5. Identifies patient care needs for support services, education, and other resources and takes action through referrals, consults, and direct actions to ensure needs are met.
6. Appropriately reports and documents patient./family/employee unusual occurrences related to safety.

DIMENSION OF NURSING PRACTICE: PROFESSIONAL DEVELOPMENT

PERFORMANCE: Participates in appraisal of own performance.

Performance Standards

1. Receptive to constructive feedback and accepts guidance in correcting performance deficits.
2. Submits completed annual self-evaluation to the supervisor in a timely manner by the requested deadline.
3. Annual self-evaluation is realistic as measured by the qualification standards and the functional statement.
4. Provides feedback regarding the performance of self and others.
5. Indicates knowledge of the VHA Performance Measures.
6. Conducts self in a professional manner (i.e., assessing effect of own actions in delivering nursing care; developing increasing accountability for nursing judgment and actions).
7. Assesses and guides the performance of self and others who provide nursing care and communicates data to appropriate leadership.

EDUCATION/CAREER DEVELOPMENT: Seeks opportunities to acquire and develop basic skills.

Performance Standards

1. Identifies learning activities with RN Preceptor and/or Nurse Manager.
2. Fulfills continuing education requirements established by VISN 11.
3. Maintains proficiency in current technologies and software applications in health care including Vista, Outlook, CPRS, EDIS, Clinical Applications, and BCMA.
4. Participates in or presents unit in-service/continuing education programs.

DIMENSION OF NURSING PRACTICE: COLLABORATION

COLLEGIALITY: Establishes professional relationship with peers. Seeks out colleagues for mutual information sharing.

Performance Standards

1. Communicates and follows policies and procedures to foster understanding and cooperation and assists with clinical orientation program.
2. Adapts to necessary changes in assignment and assists other team members in recognizing the need for and adapting to change in assignments.
3. Shares observations and assessments of staff performance and accomplishments with peers and/or supervisors.
4. Promotes a cooperative work climate to achieve goals.
5. Participates in and presents unit in-service/continuing education programs.
6. Indicates knowledge of staff meetings through reading of the minutes.

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7. Communicates clearly and effectively. Completed written work is proofed and without errors.

COLLABORATION: Communicates with the patient and health care providers regarding patient care.

Performance Standards

1. Demonstrates effective interpersonal skills in working with members of the health care team.
2. Identifies and communicates patient care needs which require the support and/or intervention of other disciplines and works collaboratively with these disciplines to develop plans to meet those needs.
3. Utilizes opportunities to participate in and/or lead patient care conferences.

DIMENSION OF NURSING PRACTICE: SCIENTIFIC INQUIRY

QUALITY OF CARE: Describes the quality improvement process, roles, and responsibility, and identifies quality improvement activities on the unit.

Performance Standards

1. Participates in performance improvement activities, demonstrating leadership in unit and service level performance improvement activities.
2. Utilizes innovations and creative approaches for changing nursing practice at the service and medical center level, based on performance improvement findings.

RESEARCH: Assists in identifying problem areas in nursing practice.

Performance Standards

1. Participates in evidence-based nursing practice inquiries on the unit.
2. Identifies interventions that are effective and evidence-based.
3. Reviews and shares current literature in relation to practice with co-workers.

XIV. REFERENCES

American Nurses Association (ANA) Code of Ethics for Nurses and Standards of Nursing Practice.

VA Handbook 5005, Part II, Appendix G6, Nurse Qualification Standard.

02/26/2014

X Audrey L. Frison RN

Audrey L. Frison, MHA, BSN, RN
Associate Director for Patient Care Services
Signed by: audrey.frison@va.gov

FUNCTIONAL STATEMENT ISSUED:

I RECEIVED A COPY:

Functional Statement: Valor Student Nurse
Based on the Nurse I, Level 1 Staff Nurse

Employee's Signature **DATE:** _____

Preceptor's Signature **DATE:** _____

IMMEDIATE SUPERVISOR:

Immediate Supervisor's Signature **DATE:** _____