

**VA Central California HCS  
FUNCTIONAL STATEMENT**

**REQUIREMENTS**

Any position at a grade level higher than currently authorized and above full-performance level requires local resources board/Leadership approval to establish. Although Title 38 positions do not have a classification component, position management and equal pay for equal work must still be documented. Contact your representative at Human Resources Management Service if you have questions regarding these requirements.

All positions at entry level, developmental level, and/or at or above full-performance level must have functional statements completed in this format.

**PART A**

Instructions: Please complete the following fields.

<b>Position Series:</b>	AD-0699-00	<b>Position Grade:</b>	Valor
<b>Position Title:</b>	Nursing VA Learning Opportunities Residency (VALOR)		
<b>Organizational Title:</b>	Nursing Service		

**Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Please fill in the Name and Title of the position's immediate Supervisor below.

Name & Title: Narda A. Ligotti, MSN, CNS, FNP, VHA-CM, RN

Signature: *Narda A Ligotti RN MSN* Date: 7/6/2016

**For positions above the full performance level, functions stated met grade level requirements.**

Please fill in the Name and Title of the position's next-higher level Supervisor/Chief of Service below.

Name & Title:

Signature: *[Signature]* Date:

**For HR Use Only**

<b>Functional Statement Number:</b>	2646A	<b>Duty Station:</b>	570
<b>FLSA:</b>	Non-exempt	<b>Competitive Level:</b>	X01
<b>Supervisory Level Code:</b>	0	<b>Bargaining Unit Status Code:</b>	8888
<b>OST:</b>	0699	<b>Cybersecurity Code:</b>	00
<b>Sensitivity Level Designation:</b>	Non-sensitive Low Risk		

**Functional Statement has been reviewed and all position management and grade level requirements have been met.**

Name & Title of HR Staffing or Classification Specialist:

Cathy McHarry, HR Specialist

Signature: *Cathy McHarry* Date: 7/6/16

**VA Central California Health Care System**  
**FUNCTIONAL STATEMENT**  
**Nursing VA Learning Opportunities Residency (VALOR)**  
**AD-0699-00**

**I. GENERAL DESCRIPTION OF ASSIGNED DUTIES:**

VA Learning Opportunities Residency (VALOR) is a program that provides opportunities for outstanding students in nursing to develop competencies while at VA Central California Health Care System (VACCHCS); an approved VA health care facility. Opportunities for learning include didactic or classroom experiences, competency-based clinical practice with a qualified preceptor, and participation in specialty focused clinical conferences. The VA Learning Opportunities Residency (VALOR) provides nursing care in accordance with duties, knowledge and skills identified in this functional statement. The VALOR administratively reports to the Nursing Education Coordinator. The VALOR function under the direct supervision of the RN preceptor as assigned by Nurse Manager of the unit the VALOR student is stationed. The VALOR student is currently enrolled in a nationally accredited School of Nursing recognized by the Veterans Health Administration (VHA).

**II. FUNCTIONS OR SCOPE OF ASSIGNED DUTIES:**

The incumbent will develop competency-based clinical practice with a qualified Registered Nurse (RN) preceptor supervising all aspects of practice. 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. Incumbent 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. The incumbent considers all characteristics of the individual, including age and life stages, state of health, race and culture, values, and previous experiences. Under direct supervision 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.

The Functional Statement is a description of major duties/responsibilities.

- A. The VALOR signs receipt of the Functional Statement upon hire. A signed receipted copy is placed in the VALOR personnel folder in the Nursing Office.
- B. ALL DIMENSIONS BELOW MUST BE FULLY MET DURING THE VALOR RESIDENCY.

**PRACTICE QUALIFICATION STANDARDS**

**PRACTICE DIMENSION : (Practice, Ethics, Resource Utilization)**

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

### Performance Standards

- 1) Delivers safe care to assigned patients, while developing technical competencies based on the ANA Standards of Nursing Practice, VHA Directives, and local policies.
  - a) Safely and effectively uses patient care equipment. Reports equipment in need of repair.
  - b) Correctly and safely performs nursing procedures or seeks help when needed.
  - c) Recognizes overt abnormal signs and symptoms and/or changes in patients' condition and responds appropriately.
  - d) Responsible for timely implementation of orders and nursing interventions.
  - e) Requests assistance from co-workers when needed; knows when to ask for help.
- 2) Formulates a plan of care based on nursing assessments, using the nursing process, based on the ANA Standards of Nursing Practice.
  - a) Completes initial assessment of patient condition and response to treatment and initiates follow-up as needed.
  - b) Includes the patient and family/significant other in developing the initial plan of care and establishing goals.
  - c) Updates plan of care with assistance as needed.
  - d) Assesses patient's learning needs, learning preference and readiness to learn.
  - e) Develops and implements a plan to meet learning needs, instructing patients and families in basic health teaching and discharge planning.
- 3) Documents the nursing process.
  - a) Documentation is consistent, accurate, concise, and timely.
  - b) Evaluates and documents patient response to interventions and progress towards attainment of goals and expected outcomes.
  - c) Revises plan of care according to evaluations of patient's responses and outcomes.
  - d) Uses the Computerized Patient Record System (CPRS) and the Bar Coded Medication Administration (BCMA) software per VALOR program standards and VA policy.
- 4) Demonstrates appropriate and consistent critical thinking skills.
  - a) The VALOR can recognize the patient has a problem and involves the appropriate team members.
  - b) The VALOR manages the problem safely and effectively within his/her scope of practice.
  - c) The VALOR has a relative sense of urgency.
  - d) The VALOR takes the right action for the right reason.
- 5) Maintains role-specific competency checklist 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) Treats all patients and families with dignity and respect. Listens to and honors patient and family perspectives and choices. Patient and family knowledge, values, beliefs, and cultural backgrounds are incorporated into the planning and delivery of care in a non-judgmental, non-discriminatory manner (Patient and Family Centered Care).
- 3) Maintains professional boundaries with patients, families, and employees. Behavior as a role model is transparent and above reproach.
- 4) Demonstrates responsibility and accountability for own nursing judgments and actions.



- 5) Safeguards patient privacy and maintains confidentiality of all electronic and printed patient information according to HIPAA guidelines, the Privacy Act, and as stated in the Medical Center Memo on ADP Security. Maintains confidentiality of assigned access code and by exiting (logging out) from the ADP system when leaving terminal. Does not share security codes and does not allow others to use the computer under own security codes. Maintains patient confidentiality by not discussing patient information except when necessary to authorized staff only in order to meet health care needs. Ensures application of institutional policy to protect information from unauthorized release, loss, alteration, or deletion. Does not use thumb-drives or other means, such as photocopying, to remove patient data from the medical center.
- 6) Attains proficiency in dealing with ethical issues related to professional nursing practice and behaves in an appropriate manner through observance of established policies of the unit, VA, and professional practice.
- 7) Demonstrates a commitment to diversity principles by supporting the facility's Equal Employment Opportunities and Affirmative Action Programs. Interacts with patients and other employees in accordance with facility policies by professionally executing assigned duties and responsibilities in accordance with the guidelines.

**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.
- 2) Adheres to Safe Patient Handling practices for safe body mechanics, use of mechanical devices, and/or requests help when needed in moving, lifting, or turning patients to prevent injury to patient, self or others.
- 3) 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 broken equipment.
- 4) Conserves resources effectively by using supplies and equipment in a responsible manner. Follows appropriate standard operating procedures related to the equipment, devices, and work practices that impact or have the potential to impact the environment. Will comply with relevant environmental regulations, Executive Orders, and Green Environmental Management Systems (GEMS) initiatives. Will consider environmentally preferable recycled products in all purchasing decisions.

<b>PROFESSIONAL DEVELOPMENT DIMENSION: (Education/Career Development, Performance)</b>
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**EDUCATION/CAREER DEVELOPMENT: Seeks opportunities to acquire and develop basic skills.**

Performance Standards

- 1) Maintains current professional knowledge and skills based on current evidence based practice and applies to practice and care of patients.

- 2) Participates in unit based educational activities and continuing education opportunities to increase clinical and professional knowledge.
- 3) Practices and fosters in staff, that access to understandable health information can empower individuals to participate in their health (Patient and Family Centered Care; Planetree).
- 4) Promotes wellness by empowering the patient to self-management through education and patient driven health care delivery.
- 5) Works effectively with the patient/family to respect and support their values, preferences, needs and goals.
- 6) Collaborates and develops relationships both internally and externally to better meet the patient's needs.

**PERFORMANCE: Participates in appraisal of own performance.**

Performance Standards

- 1) Completes orientation, unit based in-services, and mandatory educational activities in a self-directed manner by established timeframes.
- 2) Identifies own deficits in skills and knowledge and takes action to correct performance.
- 3) Receptive to constructive feedback and self-directed in improving performance and interpersonal skills to enhance professional development.
- 4) Properly handles, reprocesses, and maintains reusable medical equipment according to unit policy, SOP's, and VHA directives.
- 5) Follows policies, procedures and standards to promote evidence-based patient-driven care.

<b>COLLABORATION DIMENSION: ( Collaboration, Collegiality)</b>
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**COLLABORATION: Refers to, consults with, and makes provision for continuity of care with other health care providers.**

Performance Standards

- 1) Demonstrates positive effective communication skills and professional behaviors that promote cooperation and teamwork with internal and external customers.
  - a. Practices good customer service in all work activities.
  - b. Displays courtesy, empathy, tact, and respect for patients, families/significant others, and hospital staff.
  - c. Remains calm in stressful situations.
  - d. Promotes personal and professional integrity in the workplace.
  - e. Uses the proper chain of command for communication.
  - f. Demonstrates professional behavior (i.e., respect, civility, ability to accept constructive criticism)
  - g. Promotes personal and professional integrity in the workplace.
  - h. Completes own work in a timely manner.
- 2) Promotes patient, family and team interactions and problem solving by actively participating in interdisciplinary meetings to facilitate collaboration and the achievement of identified goals.
- 3) Develops an integrated patient-driven plan of care.

- 4) Encourages and supports patients and families to participate in care and decision-making at the level they choose. The opportunity for individuals to make personal choices related to their care is essential (Patient and Family Centered Care; Planetree).
- 5) Participates on teams, contributes to team conferences, and actively collaborates in all phases of patient care planning.
- 6) Practices and fosters in staff the belief that care giving is best achieved through kindness and compassion, and families, friends and loved ones are vital to the healing process (Patient and Family Centered Care; Planetree).

**COLLEGIALITY: Provides feedback regarding the practice of others to improve client care.**

Performance Standards

- 1) Incorporates the principles of communication and the team concept in daily practice.
- 2) Promotes an environment of mutual respect and effective communication.
- 3) Maintains a work environment that honors diversity.
- 4) Works professionally with veterans and teams to support personnel within the medical center and the community.
- 5) Demonstrates professional behavior and effective interpersonal skills with others in planning and giving patient care.
  - a. Effective verbal and written communication skills.
  - b. Positive interpersonal relationships.
  - c. Positive team building.
- 6) Effectively communicates with other staff members.
- 7) Assists team members in learning basic procedures.
- 8) Provides positive and negative feedback directly to supervisor regarding the practice and conduct of co-workers.

<p><b>SCIENTIFIC INQUIRY DIMENSION: (Quality of Care , Research)</b></p>
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**QUALITY OF CARE: Participates in established quality improvement studies and/or activities.**

Performance Standards

- a) Actively participates in interdisciplinary opportunities to improve patient care at unit level.
- b) Applies critical thinking skills to identify barriers for optimal patient care delivery.
- c) Adopts changes that improve patient care or clinical efficiency.
- d) Stays current with VA goals, objectives and initiatives.
- e) Participates in quality improvement activities that result in improved outcomes.
- f) Follows guidelines for patient and personnel safety.
- g) Follows infection control and medical center policies, including reusable patient equipment.
- h) Participates in unit performance improvement activities to improve patient care.
- i) Uses information from performance improvement activities to modify own practice.

**RESEARCH: Assists in identifying problem areas in nursing practice.**

**Performance Standards**

- 1) Identifies interventions that are effective and research based.
- 2) Reviews and shares current literature in relation to practice with co-workers.
  - a. Has a basic understanding of evidence-based practice (EBP) concepts

**III. SUPERVISORY CONTROLS:**

The nursing VALOR student functions under the direct supervision of the unit RN preceptor.

**IV. QUALIFICATIONS REQUIREMENTS:**

The VALOR student is a United States citizen that has successfully completed three (3) clinical semesters in a Baccalaureate program with a minimum of a 3.0 grade point average. The student is enrolled in a Baccalaureate program that has a current Academic Affiliation agreement with VACCHCS. The program includes experience in medication administration. Clinical practice will be progressive based on the verification of completed clinical skills within the nursing program and/or the clinical experience at VACCHCS (VA Central California Health Care System). While a novice brings principles and theory, context-dependent judgments and skill can only be acquired in real situations" (Hughes, Benner, Hughes, & Sutphen, 2008).). This Position provides supervised direct patient care. Basic Life Support (BLS) required for nursing VALOR students. Advanced Cardiac Life Support (ACLS) required in specific specialty areas.

**V. CUSTOMER SERVICE REQUIREMENTS:**

This position potentially requires flexibility in schedule and assignments, as this is a 24/7 hospital. The incumbent must be poised and articulate in communicating with people of varied educational levels and varied ethnic backgrounds. The incumbent will be to work cooperatively as a member of a team in all assignments. Makes caring for the veteran his/her priority while in the work setting and demonstrates customer service principles in all aspects of work. Self-motivated in the pursuit of meeting professional work standards

**VI. AGE, DEVELOPMENT, AND CULTURAL NEEDS OF PATIENTS REQUIREMENT:**

Incumbent provides patient(s) care/support that is appropriate to the cognitive, physical, and emotional needs of the patient(s) served. The incumbent may interact with patients of all age levels ranging from young adult and must be aware of and respond appropriately to the physical, social, and psychological differences among these groups. Age groups are defined as follows: Adult (18-64)/Senior Adult (65+). The incumbent serves all Veterans including those with traumatic brain injury, post-traumatic stress disorder, spinal cord injury, paralysis, and amputations. The incumbent will develop competency-based clinical practice with a qualified Registered Nurse (RN) preceptor supervising all aspects of practice. The incumbent is responsible and accountable for all elements of the nursing process when providing direct patient care. The incumbent 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. Assesses, plans, implements and evaluates care based on age-specific components. The incumbent considers all characteristics of the individual, including age and life stages, state of health, race and culture, values, and previous experiences.

**VII. COMPUTER SECURITY REQUIREMENT:**

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc. Uses word processing software to execute several office automation functions such as storing and retrieving electronic documents and files; activating printers; inserting and deleting text; formatting letters, reports, and memoranda; and transmitting and receiving e-mail. Uses the Veterans Health Information and Technology Architecture (Vista) to access information in the medical center computer system.

**MISCELLANEOUS:**

**Health and Safety.** Complies with all safety/fire prevention rules/regulations, using protective equipment when required and provided. Promptly reports all accidents and notifies supervisor of unsafe/unhealthful conditions in the workplace. Attends and completes scheduled/required training sessions and participates in medical center/service level safety promotions as directed by the supervisor. Knows fire drill and emergency plans for work area, including location of all emergency fire equipment.

I have been given a copy of this Functional Statement. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

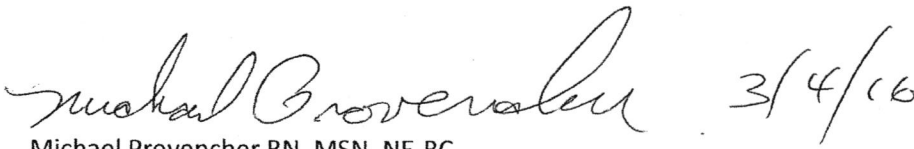
Print Name and Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Reference:

Hughes, R. G., Benner, P., Hughes, R. G., & Sutphen, M. (2008). Clinical reasoning, decision making, and action: Thinking critically and clinically.



Michael Provencher RN, MSN, NE-BC  
Associate Chief Nurse