Job Description

Title/Position: Registered Nurse
Department: Hospital
Reports To: Hospital Director of Nursing
FLSA Status: Non-Exempt
Wage Scale: $37.10-$53.60
Reviewed: 08/13/2026

JOB SUMMARY:

The Registered Nurse organizes the provision of nursing care to patients through the process of assessment, planning, intervention, and evaluation. The Registered Nurse collaborates with other professional disciplines to ensure effective patient care delivery and achievement of desired patient care delivery and achievement of desired patient outcomes. The Registered Nurse delegates aspects of care to other nursing personnel based upon their preparation and job descriptions. The Registered Nurse meets the requirements of the federal, state, and local regulatory or accrediting agencies. Provides care to patients of all ages. Position requires a high level of customer services skills to establish and enhance positive relationships with patients, co-workers, and others.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
    - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
    - Confidentiality of all data, including resident, employee, and operations data.
    - Quality assurance and compliance with all regulatory requirements.
    - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
    - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
    - Uses tactful, appropriate communication in sensitive and emotional situations.
    - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
    - Promotes positive public relations with residents, family members, and guests.
    - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- **Education:** Graduate of an accredited school of registered nursing.
- **Licensure/Certification:**
    - Current nursing license, in good standing with the Minnesota State licensing board.
    - Basic Life Support (BLS) certifications within one month.
    - Advanced Cardiac Life Support (ACLS) certification within six months.
    - Pediatric Advanced Life Support (PALS) certification within six months.
    - Comprehensive Advance Life Support (CALS) certification within the first year.

- **Skills:**
    - Knowledge of current principles and techniques of nursing practice.
    - Ability to function as a team leader, to accept individual responsibility and accountability for decisions and outcomes.
    - Effective verbal and written communication skills.
    - Recognizes the legal limits of nursing practice.
    - Utilizes AIDET when communicating with others (Acknowledge, Introduce, Duration, Explanation, and Thank you.)
    - Consults and coordinates with the health care team members to assess, plan, implement, and evaluate patient care plans.
    - Maintains professional competency through continuing education and independent study.
    - Ability to understand and follow complex oral and written instructions.
    - Ability to establish and maintain effective working relationships.
    - Effective organizational skills and attention to detail.
    - Excellent time management skills

ESSENTIAL FUNCTIONS:

- Demonstrates knowledge for growth and development. Provides appropriate care respective to the ages of patients served per clinical environment.
- Recognizes signs and symptoms of abuse and reports per policy.
- Makes nursing rounds according to patient needs and ensures a safe environment of care.
- Follows nursing plan of care in teaching plans, utilizing appropriate resources, and providing for continuity after discharge.
- Performs physical care and treatments, demonstrating technical competencies in a safe and cost-effective manner.
- Delivers medications according to policy and procedures, following 5 rights of medication administration.
- Responds appropriately to emergency situations following AAH policies and procedures.
- Responsible for communication and documentation in accordance with AAH policy and procedures.
    - Receives delegation in a respectful, professional manner.
    - Communicates and confers with team members throughout the shift to ensure optimal patient care. Fosters an environment where communication is encouraged and welcomed.
    - Communicates with physicians utilizing SBAR and documents patient status/condition changes or a deviation from baseline.
    - Documents data collected and observations, nursing interventions and patient response in a timely manner according to policy and procedures of AAH.
    - Hand-off communication and shift report supports the continuity of care and is clear and concise in nature.
    - Utilizes appropriate channels of communication to report all accidents, near accidents, injuries, work-related illnesses, and other emergencies that would affect patient care or employee safety.
    - Attends mandatory nursing education and staff meetings and reads Nursing Communications.
- Responsible for personal and professional development which will ensure current knowledge in delivering nursing care to populations served.
    - Identifies personal and professional areas for improvement and actively seeks out ways to meet developmental needs.
    - Represents AAH in a positive manner when engaged in work-related activities of community organizations.
    - Completes all required competencies and mandatory education within established timelines.
    - Actively participates in process improvement and clinical quality improvement programs.

- Responsible effective fiscal management to ensure proper utilization of human and material resources in accordance with the strategic plan, mission, and values of Appleton Area Health.
    - Chooses correct supplies in providing patient care and consistently charges appropriately.
    - Completes work during scheduled hours.
- Develops and maintains a healthy, supportive work environment, demonstrating behaviors consistent with service excellence.
    - Participates in new employee orientation as assigned, seeking out learning opportunities for orientee; serves as a role model for new employees.
    - Provides feedback on employee performance when requested.
    - Practices active and receptive listening skills, practices courtesy, tact, and honesty in all internal and external work relationships.
    - Exemplifies excellent customer relations in interactions with nursing staff, patients, visitors, and all other hospital employees.
    - Models appreciation and acceptance of differences.
- Perform all other duties as assigned

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	**NOT APPLICABLE**	**OCCASIONALLY 1-2.5 HR**	**FREQUENTLY >2.5-6 HR**	**CONTINUOUSLY >6-8 HR**
STANDING			X	
WALKING			X	
SITTING			X	
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL		X		
REACHING BELOW KNEE		X		
CLIMBING	X			
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS	X			
CARRY WAIST LEVEL TO 31 - 50 LBS	X			
CARRY WAIST LEVEL > 50 LBS	X			
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS		X		
PUSHING/PULLING >150 LBS		X		
WRITING		X		
HEARING				X
SQUAT/KNEELING		X		
REPETITIVE ACTIONS		X		

KEYBOARDING				X	
DRIVING		X			
SPEAKING					X
SEEING/VISUAL					X
PHYSICAL ENVIRONMENT					
X	NOISE	X	FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
X	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____