
JOB DESCRIPTION

**INTERCOMMUNITY
HOSPITAL**

TITLE: Registered Nurse
Pediatric Liaison Nurse
POSITION CODE: 2518
DEPARTMENT: Emergency Department
DEPARTMENT MANAGEMENT:
Director of Emergency Services
DATE: December 2005

POSITION SUMMARY

The Pediatric Liaison Nurse (PdLN) is responsible to facilitate communication between local and hospital entities, promote and track pediatric emergency education, identify pediatric quality improvement issues, and implement changes to improve pediatric emergency care in the emergency department.

SPECIFIC SKILLS NEEDED

1. Written and verbal communication skills
2. Interpersonal competence
3. Basic computer skills, including use of windows and mouse skills
4. Organizational skills

EDUCATION/EXPERIENCE/TRAINING

1. Bachelor of Science preferred
2. Current licensure as a registered nurse in California
3. Current BCLS certification
4. Current ACLS certification
5. Current PALS certification
6. Current EDAP certified 2 day course (within past 2 years)
6. Evidence of continuing education and self-development in emergency nursing
7. One year as a M.I.C.N. certified in Los Angeles County preferred
8. Maintain pediatric educational requirements of 8 CEU every 2 years (more suggested)
9. Familiarity with quality improvement activities
10. Word, PowerPoint, Excel, and e-mail retrieval systems
11. One year of management experience preferred
12. Basic windows and mouse skills preferred.

DUTIES AND RESPONSIBILITIES

1. Safeguards and preserves the confidentiality of patient's protected health information in accordance with State and Federal (HIPAA) regulatory requirements, hospital and departmental policies.
2. Ensures a safe patient environment and adherence to safety practices per policy.
3. With consideration to age, employee utilizes the approved process to resolve biophysical, psychological, educational, and environmental needs of the patient/significant others when administering care.
4. Maintains communication between base stations, area Prehospital Care Coordinators, area Trauma Center Coordinators, local Prehospital Care Providers, and EMS agency.
5. Facilitates communication between hospital departments through in-house committee participation and direct communication with nurses, nurse managers, physicians, social workers, and emergency department staff.
6. Develops a mechanism to monitor staff pediatric emergency education to meet the Emergency Department Approved for Pediatrics (EDAP) standards.
7. Provides educational programs or opportunities to efficiently meet the needs of the emergency department staff and the EDAP requirements.
8. Performs pediatric quality improvement activities through the development of standards, implementation of policies, procedures and guidelines, evaluation of indicators and reporting of outcomes and trends.
9. Implements best practice programs to maximize high quality pediatric patient care outcomes.
10. Attends monthly meetings of the local PdLN group (eight per year) and disseminates the information to emergency department director, physicians and staff.
11. Assists in teaching new graduates or orientees the pediatric component of the emergency department.
12. Completes the EDAP survey application and process every three years. Ensures compliance with EDAP standards.
13. Supports the unit partnership council by participation in one on one's and/or council membership

TEAMWORK/CUSTOMER SERVICE RESPONSIBILITIES:

1. Customer Service Values and Behaviors:

1.1 Value: Each Person is treated with respect, dignity, fairness and compassion.

Behavior: Performance is acceptable when everyone is promptly greeted with a smile in a warm and caring manner using the person's name whenever possible. No matter how I feel, I display a caring attitude.

1.2 Value: Each person displays loyalty and pride in Presbyterian Intercommunity Hospital and upholds the confidentiality of patients, visitors, physicians, and co-workers.

Behavior: Performance is acceptable when concerns/problems with fellow employees and customers are not discussed with anyone other than the person involved or the supervisor. Customer issues and ideas are listened to and appropriate follow-up occurs to create a satisfied customer. I do not make excuses. I do not demean other people or departments.

1.3 Value: Each person demonstrates commitment to open communication.

Behavior: Performance is acceptable when openness and acceptance of constructive criticism occurs. Positive communication occurs by complimenting and expressing appreciation to others. I will listen and encourage others to express ideas and opinions.

1.4 Value: Each person demonstrates pride in the physical appearance of all PIH properties.

Behavior: Performance is acceptable when the initiative is taken to maintain a clean and safe environment. I conduct myself in a manner which respects and preserves equipment and the physical plant. I do not walk by spills, trash or unsafe conditions without assuring that they are attended to promptly by myself or appropriate personnel.

PERSONAL QUALITIES:

1. Ability to perform independently and handle flexible working hours.
2. Organized, dependable with a positive attitude and professional appearance.
3. Flexibility and creativity needed to meet educational requirements of program.
4. Ability to work collaboratively with Provider agencies and hospital staff in dealing with pre-hospital issues.

PHYSICAL DEMANDS:

1. Must be able to utilize correct body mechanics during performance of physical activity such as pushing/pulling, stooping, squatting, sitting, and lifting as applicable to the position.
2. Requires the following frequency of physical demands: (Indicate the % - see key below)

| | | | |
|---------------------|------------|------------------|------------|
| Climbing | Never | Reaching | Occasional |
| Crawling | Never | Sitting | Frequent |
| Crouching/Squatting | Occasional | Standing | Occasional |
| Fine Motor Handling | Occasional | Stooping/Bending | Occasional |
| Near Visual Acuity | Occasional | Taste/Smell | Never |
| Pushing/Pulling | Occasional | Walking | Occasional |

Key: U.S. Department of Labor Terminology

| Frequency | % of day | Minutes of day |
|------------|--------------|-------------------|
| Never | 0 | 0 |
| Occasional | 0 to 32% | up to 2.5 hours |
| Frequent | 32.1 to 65% | 2.6 to 5.25 hours |
| Constant | 65.1 to 100% | 5.26 to 8 hours |

3. Requires the following lifting demands: (Circle appropriate level)

Physical Demand Characteristics of Work

| Physical Demand Level | Occasional 0-33% of the workday | Frequent 34-66% of the workday | Constant 67-100% of the workday |
|-----------------------|---------------------------------|---|--|
| SEDENTARY | 10 lbs. | Negligible | Negligible |
| LIGHT | 20 lbs. | 10 lbs. and/or walk/stand/push/pull of arm/leg controls | Negligible and/or walk/stand/push/pull of arm/leg controls |
| MEDIUM | 50 lbs. | 20 lbs. | 10 lbs. |
| HEAVY | 100 lbs. | 50 lbs. | 20 lbs. |
| VERY HEAVY | Over 100 lbs. | Over 50 lbs. | Over 20 lbs. |

Acknowledgment: This form was developed by the Rehabilitation Institute of Southern California. Copyright 1988 Leonard N. Matheson, Ph.D.

Push/pull 300 pounds max. with wheels.
 Push/pull 10 pounds max. without wheels.

ENVIRONMENTAL:

•Requires work in or with the following environmental influences: (see key below)

| | | | |
|----------|----------|-----------|------------|
| Indoors | Constant | Toxic | Occasional |
| Outdoors | Never | Vibration | Never |
| Cold | Never | Radiation | Occasional |
| Hot | Never | | |

Key: U.S. Department of Labor Terminology

| Frequency | % of day | Minutes of day |
|------------|--------------|-------------------|
| Never | 0 | 0 |
| Occasional | 0 to 32% | up to 2.5 hours |
| Frequent | 32.1 to 65% | 2.6 to 5.25 hours |
| Constant | 65.1 to 100% | 5.26 to 8 hours |

COMMUNICATION:

1. Talking or hearing essential to communicate with patients and staff.
2. Good communication skills; read, speaks and writes English fluently.
3. Bilingual skills in Spanish/Chinese preferred.

SIGNATURE:

Prepared by: _____
Name Date

Approved by: _____
Name Date

Reviewed with Incumbent: _____
Name Date