

Health Care Job Function

HLT Registered Staff Nurse III

Grade: 57

Job Code: W0657P

Job Family: Nursing

Job Family Matrix: [Nursing Matrix](#)

Summary

Plan and provide professional nursing services and patient care for students, staff, and faculty. Ensure compliance with clinicians' orders and follow established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation.

Typical Core Duties

- Responsible for the nursing plan of care of assigned panel of patients in collaboration with other team members assigned to the same panel of patients
 - Responsible for telephone triage and patient education
 - Review medical record for pertinent previous and current medical information
 - Interview patients for assessment of current problems, medications and allergies
 - Administer medications according to policy and procedure
 - Perform nursing procedures in accordance with the clinician's orders
 - Identify acute versus emergency situations and responds to emergencies according to policy
 - Document all care provided in a concise and complete manner
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Graduate of accredited nursing program
- Minimum of 1 year relevant work experience

Additional Qualifications and Skills

- Bachelor of Science degree in Nursing
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of and previous experience working with an electronic medical record
- Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations

Certificates and Licenses

- Registered Nurse license in Massachusetts

Physical Requirements

- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Ability to stand for extended periods

Working Conditions

- May be required to work nights and weekends