

# JOB DESCRIPTION

*This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.*

<b>Job Title:</b> Pain Clinic Nurse		<b>Date:</b> June, 2010	
<b>Cost Center #:</b>	<b>Cost Center Name:</b> Anesthesiology	<b>Reports to (first level):</b> Chairman of Anesthesia	<b>2<sup>nd</sup> level of Supervision:</b> Medical Center Director

## **1. JOB SUMMARY & SCOPE:**

The Pain Clinic Nurse (PCN) provides direct and indirect care for patients in the pain clinic, setting the framework of Patient Centered Care (PCC). Involved in rounding on in-patients. Is primarily responsible for professional performance and safe patient care including a major focus on patient and family education. The role encompasses assessing, diagnosing, planning, sharing the plan with physicians intervening appropriately, evaluating, and coordinating of care for patients across the health care continuum involving families. It also includes monitoring and providing for adequate patient flow, as well as ensuring smooth operations in the pain clinic. The staff nurse is accountable for clinical, educational, quality, and fiscal patient care outcomes, using the PCC principles and in accordance with established institution's policies, procedures, guidelines, Professional Practice Model and standards of practice. Participates in PI projects, research and collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired outcomes. Carries out planned activities to promote Magnet forces. Utilizes knowledge of human development stages, and cultural diversity into the provision of patient care. Abides by Joint Commission International (JCI) requirements, including but not limited to International Patient Safety Goals, national and international standards.

Supports the mission and vision of the American University of Beirut Medical Center (AUBMC) and the Nursing Services Department.

## **2. MAJOR FUNCTIONS PERFORMED/PERFORMANCE STANDARDS:**

- 2.1. Provide problem-focused, age-specific patient-centered care utilizing the nursing process with the emphasis on pain:
  - 2.1.1. Perform patient assessment, as appropriate to the pain clinic using appropriate, problem focused and age-specific assessment techniques.
  - 2.1.2. Involve the patient, significant others, and health care providers in the plan of care when applicable.
  - 2.1.3. Analyze the assessment data, derive nursing interventions, set priorities according to patients needs, formulate a plan of care, implement & evaluate the outcome as appropriate to the pain clinic setting.
  - 2.1.4. Document all relevant data in the medical record according to hospital/departmental standards.
  - 2.1.5. Accountable for the use of patients' and hospital's resources.
  - 2.1.6. Accountable for the patient, the organization, the profession and self.
  - 2.1.7. Assume responsibility for meeting JCI required mandatory education, e.g., fire, safety, infection control and others.

- 2.2. Perform major functions pertinent to a pain clinic staff nurse:
  - 2.2.1. Evaluate post operative pain patients, cancer pain patients as well as patients admitted for chronic pain.
  - 2.2.2. Evaluate patients on outside basis as well as in patients.
  - 2.2.3. Involved with the acute pain service in the management of patients on patient control analgesia
  - 2.2.4. Coordinate the pain clinic, patient admission, his charge and procedure
  - 2.2.5. Demonstrate required assessment and therapeutic skills.
  - 2.2.6. Abide by standards of care and practice.
  - 2.2.7. Provide basic life support when needed.
  - 2.2.8. Implement and monitor infection control measures.
  - 2.2.9. Administer medications and monitor for desirable and undesirable effects and report accordingly.
  - 2.2.10. Apply safety measures related to patient care.
  - 2.2.11. Operate all unit required equipment safely.
  - 2.2.12. Assist physicians with special procedures
  - 2.2.13. Implement the nursing process when caring for patients
  - 2.2.14. Coordinate the plan of care with the physician based on priority of the patient's problems.
  - 2.2.15. Perform telenursing activities. This includes taking phone calls from patients regarding medical questions, test results and calling patients back with answers in coordination with the physician.
  - 2.2.16. Secure and check medical equipment and instruments. Include checking proper functioning, quality control, preventive maintenance and reporting defects or suspicions to immediate supervisor.
  - 2.2.17. Participate in quality initiatives and quality improvement activities for improving the unit standards of quality provided.
  - 2.2.18. Provide emotional support and measures to alleviate fear and anxiety for patients and care givers.
- 2.3. Provide patient and family education on need basis by:
  - 2.3.1. Assessing patient and family readiness and ability to learn.
  - 2.3.2. Identifying learning needs and objectives.
  - 2.3.3. Leading and encouraging individual and group teaching session to patients.
  - 2.3.4. Stressing on patient and family health promotion and illness prevention.
  - 2.3.5. Developing and implementing the teaching plan utilizing patient education manual.
  - 2.3.6. Evaluating the teaching-learning process.
  - 2.3.7. Documenting patient and family education.

**3. PRINCIPAL WORKING RELATIONSHIPS:**

Regular contacts with patients, families, work associates, nursing leadership and hospital and medical staff.

**4. INDEPENDENCE OF OPERATION:**

- 4.1. Report to chairman of anesthesiology.
- 4.2. Work according to established standards of care and practice.
- 4.3. Adhere to all regulatory policies and procedures of AUBMC and the Nursing Department.

**5. CONSEQUENCES OF ACTIONS OR DECISIONS:**

Promotion of Pain Clinic objectives (compliance with standards of care and practice,

Professional Practice Model, Patient Centered Care, nursing process, quality improvement, patient satisfaction, service excellence, staff competence, etc).

**6. RESPONSIBILITY FOR SAFETY OF OTHERS:**

- 6.1. Follow and document all safety practices.
- 6.2. Maintain a safe working environment for self and others.
- 6.3. Maintain a safe patient care environment.

**7. SUPERVISORY RESPONSIBILITY:**

- None

**8. PHYSICAL EFFORT:**

- 8.1. Require considerable standing, walking, sitting, and squatting.
- 8.2. Handling equipment supplies (medical) and machines.
- 8.3. Reaching for lifting, pushing, pulling and carrying light to medium weight materials.
- 8.4. Lifting and moving patients of various weights.

**9. WORKING CONDITIONS:**

- 9.1. Require exposure to communicable diseases, bodily fluid, toxic substances, medicinal preparations, radiations and other conditions common to a hospital environment.
- 9.2. Require ability to work under pressure.
- 9.3. Require ability to work on shift rotation basis.

**10. MINIMUM JOB REQUIREMENTS:**

**Education:**

*Minimum Education:* BSN.

*Preferred Education:* MS

*Field of Expertise:* Nursing care.

**Requirements (AUBMC):**

Nursing Colloquium.

Nursing License from the Ministry of Public Health.

Registered in the Order of Nurses in Lebanon.

**Training:**

Minimum of 20 hours of training per year.

**Competencies: Knowledge, Skills, Abilities, Personal Traits**

- 1- Good Organizational skills.
- 2- Good interpersonal and communication skills.
- 3- Proactivity.
- 4- Good computer skills (mainly Microsoft Office).

**Tools/Equipment used:**

Computers, printer, multimedia educational resources.

Medical devices (Stretchers, wheelchairs, datascopes etc).

Specialty machines (Patient Controlled Analgesia Pumps/PCA&PCEA, nerve stimulators, RF generators...)

**Protective Equipment/Clothes:**

As per the AUBMC dress code.  
Personal Protective equipment (PPE) when applicable.

**Languages:**

*Minimum Languages:* Arabic and English (IET score not less than 500 is preferable).  
*Preferred Languages:* French is an asset.

<b>Compiled By:</b> Nursing Administration	<b>Approved by (Dep Hd, Chairman):</b>
<b>Date:</b>	<b>Date:</b>
<b>Hospital Director's Approval:</b>	
<b>Date:</b>	
<b>HR Director's Authorization:</b>	
<b>Date:</b>	
<b>Supersedes Description:</b>	<b>Job Code:</b>
<b>Title:</b>	<b>Job Grade:</b>
<b>Grade:</b>	<b>Date:</b>
<b>Date:</b>	