

JOB DESCRIPTION

JOB TITLE: Registered Nurse

GENERAL STATEMENT OF DUTIES: Provides professional nursing care for clinic patients, collaborating with physicians and the multidisciplinary team members. Provides physical and psychological support to patients and families following established standards and protocols.

SUPERVISION RECEIVED: Reports directly to the Nursing Supervisor

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 100 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable diseases or bodily fluids.

TYPICAL WORKING CONDITIONS: Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned)

1. Regular and punctual attendance.
2. Performs general nursing care to patients. Administers prescribed medications and treatments in accordance with nursing standards.
3. Prepares equipment and aids physician or mid-level provider during treatment, examination, and testing of patients.
4. Observes, records, and reports patient's condition and reaction to drugs and treatments to the provider. Fills medications from our in-house dispensary as trained.
5. Oversees appointment bookings and ensures preferences are given to patients in emergency situations. Maintains timely flow of patients.
6. Greets patients and prepares them for provider examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
7. Arranges for patient testing and admissions.
8. Utilizes proper body mechanics, asks for assistance when needed.
9. Responds to and refers incoming telephone calls. Instructs patient and family as allowed by HIPAA regulations about medications and treatment information.
10. Maintains and reviews patient's records, charts and other pertinent information. Posts test and examination results for the physician to review.
11. Maintains exam rooms for necessary supplies and materials. Ensures cleanliness. Prepares list of medical supplies needed.

12. Screens and refers pharmaceutical representatives.
13. Attends required meetings and participates in committees as requested.
14. Participates in professional development activities and maintains professional affiliations.
15. Maintains patient confidentiality.
16. *During a Designated Health Emergency, the following become an Essential Duty:*

Disinfect surfaces that patients and staff members coming in contact with during the course of business. This will entail using an approved disinfecting agent to wipe off countertops, clipboards, exam room chairs, etc.

17. Performs related work as required.
18. Compliant with CMS Covid-19 vaccine mandate.
19. Other duties as assigned.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills, and Abilities:

Knowledge of professional nursing theory, and practice to give and evaluate patient care. Knowledge of organizational policies, regulations, and procedures to administer patient care. Knowledge of medical equipment, and instruments to administer patient care. Knowledge of common safety hazards, and precautions to establish a safe work environment. Skill in applying and modifying the principles, methods and techniques of professional nursing, to provide on-going patient care. Skill in identifying problems and recommending solutions. Skill in preparing and maintaining records, writing reports, and responding to correspondence. Skill in developing and maintaining department quality assurance. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Ability to react calmly and effectively in emergency situations. Ability to interpret, adapt and apply guidelines and procedures. Ability to communicate clearly.

Education: Graduate of an accredited school of nursing.

Experience: One year of professional nursing experience in a clinic setting preferred.

Certificate/License: Possession of a State Registered Nurse License. CPR certification up to date.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None

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