POSITION/TITLE Registered Nurse (RN)

REPORTS TO Nurse Manager or Chief Medical Officer

SUPERVISES N/A or Medical Assistants

STATUS Full time

SALARY Commensurate with experience

**POSITION SUMMARY/ESSENTIAL ROLE**

The purpose of this position is to provide general nursing care and leadership, working collaboratively with physicians and multidisciplinary team members. The R.N. will promote and restore patient’s health as they prescribe, provide, delegate, evaluate and coordinate comprehensive professional nursing care through the use of the nursing process for patients of all ages, gender, cultures, and background; provide physical and psycho-social support to patients, friends, and families. This individual may oversee clinical care of other personnel including LPN’s and MA’s.

The Registered Nurse is expected to:

1. Demonstrate ability to consistently perform job duties as outlined in the job description.

2. Demonstrate and support service excellence standards outlined in the Employee Handbook.

3. Demonstrate commitment to professional growth and competence.

4. Demonstrate compliance with patient confidentiality 100% of the time

5. Have handwriting is legible 100 % of the time.

**DUTIES and RESPONSIBILITIES**

**Direct Patient Care**

1. Assess, plan, direct and evaluate total nursing care as determined by the patient’s age related physical, psychosocial, and cultural needs in accordance with established standards, policies and procedures of the Practice

2. Provides case management by being a patient advocate, resource and contact person for patients.

3. Provides basic education information to patients and family, focusing on self-care appropriate to their age and identified learning considerations and needs.

4. 4. Performs assessment data collection and documents subjective data (chief complaint and allergies) and objective data (vital signs/weight/etc.).

5. Reviews basic health history information for patients; focusing on environmental, self-care and clinic discharge planning.

6. Administers medications and intravenous solutions skillfully and correctly, and performs lab/diagnostic testing as ordered by provider and reports all critical lab values immediately.

7. Demonstrates an ability to remain calm, perform effectively and professionally during peak periods of activity and emergency situations.

8. Anticipates and prepares examination room with equipment and supplies required for the visit.

9. Assists provider with examination and procedures per request.

10. Utilizes universal precautions in obtaining specimens (venipuncture, cultures, etc.) and in delivery of patient care. Performs lab testing (i.e. urine dip, pregnancy test, strep screen, hemacue) including quality controls and maintains all laboratory/diagnostic test logs.

**Collaborative Care Team**

1. Evaluates the effectiveness of the care given by interdisciplinary care team and identifies problems and guides team members to their solution.

2. Assigns care team members in accordance with patient needs, staff capabilities and qualifications to meet the needs of the Practice.

3. Participates in training, orientation, competency assessment and education of new employees.

4. Communicates clearly, concisely and accurately, creating a working climate that provides growth and job satisfaction of personnel.

5. Serves as a resource person to other staff in the area of one’s own clinical expertise.

**Administrative**

1. Acts in a professional manner, reflecting the mission of the Community Health Center and

demonstrates compliance with all policy, procedures and federal/state regulations.

2. Demonstrates ongoing service excellence skills.

3. Maintains economical and efficient nursing care in a clean and safe environment.

4. Participates in performance improvement activities as requested.

5. Demonstrates ongoing understanding of corporate compliance policy.

6. Participates in meetings, conferences, and demonstrates genuine desire to develop strategies for improved clinic operations and a high level of patient care.

7. Evaluates the performance of team members as requested for performance appraisals.

**Other Duties**

a. At peak times schedule patients

b. Other duties as assigned

**QUALIFICATIONS**

**Required**

1. Current RN License recognized by [STATE] Board of Nursing.

2. Knowledge of nursing care in accordance with regulations and practices established by [STATE] Board of Nursing.

3. Consistent demonstration of a team approach to care.

4. Ability to effectively communicate both in writing and orally.

**Preferred**

1. Bilingual, preferably Spanish speaking.

2. Experience in Community Health Centers.

3. Computer literate.

4. BCLS certified.

**CHARACTERISTICS**

• Ability to receive and synthesize information and directives

• Ability to work independently and in a team setting

• Skill in identifying and resolving problems

• Executes duties in a timely and thorough fashion

• Performs duties in a level-headed, logical, constructive and professional manner

• Actively provides and seeks clarity and support when needed for others and self

• Ability to establish and maintain effective working relationships with staff, Board, patients, partners, vendors and the public

• Willingness to create an exceptional patient experience

• Willingness to collaborate toward the goal of the health center becoming a provider of choice and an employer of choice

**POSTSCRIPT**

This job description is intended to provide an outline of the general duties considered necessary and some of key tasks and responsibilities. This shall not be considered a detailed description of all work requirements that may be inherent to the position. There may be other duties required commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice. Any changes will be made in consultation with the Medical Director/Physician.