



## **Job Description**

**JOB TITLE:** Registered Nurse

**JOB SUMMARY:** The registered nurse is to provide holistic patient care service as a member of the primary care team. Will perform routine clinic tasks necessary for efficient patient care and assist other patient care providers as needed.

**IMMEDIATE SUPERVISOR:** Clinic Coordinator

**JOB CLASSIFICATION:** Hourly (Non-Exempt)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assessment of patient needs through problem-oriented history, including past medical history, current problems and vital signs.
- Identification of patients with significant health risks, including patients at risk due to hereditary factors, lifestyle, diet, substance abuse, social/cultural/environmental factors, and/or inadequate understanding of their disease process or treatment plan.
- Patient teaching involving explanation to the patient of diagnosis, treatment plan (including use of medications and their effects and side effects), infection control (if indicated), and preventative techniques to lower patient risk of future disease or accident.
- Assessment of patient needs through telephone interviews – advise patients over the phone and identify patients with urgent care needs.
- Triage patients who arrive without appointments, including assessment and evaluation for need of medical care based on their medical history, present complaint, vital signs, and physical assessment (after physician consult if necessary).
- Dispensing medication under M.D. supervision and administration of oral, I.M. and I.V. medication as ordered by M.D., FNP, and CNW.
- Case management of high risk patients.
- Facilitate patient/family group education sessions.
- Coordinate patient flow and triage patients in the absence of the provider when provider attends a hospital delivery or calls in sick.
- Maintains on-call providers up to date daily on changing needs of a complex, or high maintenance, or high risk patient.

- Infection control within the clinic
- Perform laboratory procedures when necessary
- Ability to perform other duties as assigned by Supervisor.
- Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- The RN's will use PHI to answer patient questions about their medical problems or plan of care, to triage and schedule appointments for urgent medical problems, to relay information from the health care providers to the patient and to provider nursing visits at patients homes. Applying the minimum necessary rules of HIPAA, the designated record sets to which this employee will have access include: scheduling, demographics, and view only patient account information in the practice management system, the complete medical record, including confidential sections.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

- Current Oregon RN License
- Bilingual in English and Spanish
- Proficiency in English
- Commitment to providing quality health care to all
- Demonstrated commitment to working with patients and staff from a wide range of ethnic, economic, cultural and social background

### **Physical Requirements**

- Percentage of time spent
- Standing: 10%
- Walking: 25%
- Sitting: 60%
- Lifting/Carrying: 5%
- Physically demanding tasks: Must be able to lift/carry up to 40 lbs – supplies

### **Working Environment/Physical Hazards**

- Work in well-lighted, ventilated environment
- Exposure to blood borne pathogens
- Exposure to potentially hazardous chemicals

### **Equipment Used**

#### **Office Equipment**

- Computer: to perform data entry and word processing
- Telephone: able to hear and communicate
- Fax
- Copier

#### **Medical Equipment**

- Autoclave
- Fetal Monitor
- EKG

- Pulse Oximeter
- Audiometer
- Nebulizer

**Equipment Used**

- O2 tank
- Glucometer

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_