



Registered Nurse (RN) Job Description

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| Title: | Registered Nurse (RN) | FSLA Status: | Non-Exempt |
| Supervisor: | Chief Medical Officer | Pay Range: | |
| Department: | Nursing | Effective Date: | November 1, 2016 |

Job Summary

The Registered Nurse is an integral part of the health care team. The Registered Nurse assists the health care team in a professional manner in the community health center setting. Responsibilities include administering quality nursing care, immunizations and health education to patients of all ages in accordance with established nursing standards; assisting in the lab and pharmacy as appropriate; working with all health center personnel to ensure an efficient and safe environment of care.

Position Goal

Provide patient care with utmost customer service, compassion, and integrity to patients/clients in a clinic setting.

Schedule/Compensation

Excellent and competitive benefits package offered which includes medical, dental, vision, disability and life insurance. Company matching retirement plan and generous paid time off to include vacation and sick leave accruals starting from the date of hire.

Responsibilities

Clinical Services:

1. Maintains clinical expertise and competency (to include age specific competency) as well as demonstrates thorough knowledge of procedures to deliver quality primary health care.
2. Documents delivery of health care and nursing process in accordance with the Center's policies and procedures in a timely, accurate, and consistent manner.
3. Educates the patient and family/significant others about diagnosis and the plan of care. Acts as a resource for facilitating communication when necessary.
4. Coordinates the delivery of patient care provided by the health care team.
5. Interacts with health center personnel and assists providers to ensure optimal patient care and to obtain optimum patient flow and increased patient satisfaction.
6. Identifies and responds promptly to changes in patient's condition and/or clinic environment.
7. Coordinates and delegates the timely processing of patient referrals, prescribed medications, and other identified needs of the patient.
8. Acts as a resource within the clinic to other staff members in regards to patient care and education.
9. Participates as a team member and promotes teamwork by assisting others with patient care



and department activities and serves as a mentor to Certified Medical Assistants when applicable.

10. Performs maintenance and controls on medical equipment and documents results.
11. Administers all medications accurately using the five (5) rights of medication administration, documenting medications according to health center policy and procedures.
12. Upon completion of laboratory skill assessment, performs all laboratory functions according to Provider orders.
13. Verifies patient's medications with provider's orders.
14. Responds to home health, nursing home, patient and outside pharmacy, etc. calls for refills and clarification of orders.
15. Is familiar with and abides by OSHA Standards, Hazardous Materials, Universal Precautions, use of personal protective equipment, Evacuation, Fire, Disaster, and Safety Plans.
16. If bilingual, translates in Spanish between non-Spanish speaking staff and Spanish speaking patients as requested.
17. Performs all other duties as assigned.

Performance Requirements

1. Courteous, honest and professional at all times.
2. Sets an example as a medical professional by observing work start and stop times, giving adequate notice for absences, and following clinic's operational and personnel policies and procedures.
3. Able to communicate and relate well with providers and clinical staff.
4. Maintains appropriate licensure and certification including meeting and/or exceeding CME requirements. Observes standards of medical care.
5. Knowledge of basic principles of health promotion, prevention and motivation
6. Knowledge of protocols in general and an ability to quickly gain specific knowledge of the Center's current operational protocols
7. Knowledge of medical terminology and appropriate abbreviations
8. Demonstrates knowledge of the Texas Nursing Practice Act
9. Ability to read and comprehend medical instructions, short correspondence, and memos
10. Ability to effectively present information in small group situations to patients, Center staff, and the general public.
11. Ability to assist in preparing statistical and administrative reports
12. Ability to work cooperatively with community agency personnel to coordinate services for patients
13. Ability to use a glucometer and other patient testing equipment and interpret the results correctly
14. Ability to use office equipment, including but not limited to; computers, fax machines, telephones and copiers
15. Ability to prioritize and allocate resources

Knowledge, Skills and Abilities

- Knowledge of basic principles of health promotion, prevention and motivation
- Knowledge of protocols in general and an ability to quickly gain specific knowledge of the Center's current operational protocols
- Knowledge of medical terminology and appropriate abbreviations
- Demonstrates knowledge of the Texas Nursing Practice Act
- Ability to read and comprehend medical instructions, short correspondence, and memos
- Ability to document, with clarity, all information relevant to a patient's needs



- Ability to effectively present information in small group situations to patients, Center staff, and the general public
- Ability to prepare statistical and administrative reports
- Ability to work cooperatively with community agency personnel to coordinate services for patients
- Ability to use a glucometer and interpret the results
- Ability to use office equipment including but not limited to computers, fax machines, telephones and copiers
- Ability to prioritize and allocate resources
- Bilingual (English/Spanish) preferred

Credentials and Experience

- Registered Nurse degree from an accredited school of nursing
- Current unrestricted license from the Texas Board of Nurse Examiners to practice as a registered nurse (RN) in the State of Texas
- Current Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals Certification
- One (1) year of practice experience as an RN giving direct patient care

Typical Physical Demands

The physical demands described herein are representative of those that must be met by a staff member to successfully perform the essential functions associated with this position. Because we are committed to inclusion of those with disabilities, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions associated with their position.

- Carrying: Transporting an object, usually by hand, arm or shoulder.
- Lifting: Raising or lowering an object 25-50 pounds.
- Repetitive Motions: Making frequent movements with a part of the body.
- Requires working under stressful conditions or working under irregular hours.
- Exposure: To communicable diseases, body fluids, toxic substances, medicinal preparations and other conditions common to a clinical environment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to work in a moderate noise level in the work environment is required.

The information in this document is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer.

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.



Print Name

Employee Signature/Acknowledgment

Date

Job Description Reviewed & Approved (CEO)

Date