JOB DESCRIPTION

POSITION: Registered Nurse (R.N.)
DEPARTMENT: Clinical Services
REPORT TO: Director of Nursing/Medical Director
TIME / STATUS: Regular, Full-time, Non-Exempt
BENEFITS: Full
UNION: Yes

POSITION DESCRIPTION:
Under the general direction of the Director of Nursing and in consultation with the Medical Director, performs overall Registered Nursing (RN) care, including triage for drop-in and telephoning patients, immunization administration and oversight. The RN will promote and restore patient’s health by providing, delegating, evaluating and coordinating comprehensive professional nursing care for patients of all ages, genders, cultures, and backgrounds. As a patient advocate, the RN will also provide physical and psycho-social support to patients, their friends and families. The RN may oversee clinical care as compatible with their licensure including monitoring of duties performed by LVN and MA staff.

DUTIES AND RESPONSIBILITIES:
1. Provides nursing services including: administration of medications and injections to patients as directed by the providers; immunizations; referrals to other providers and community health resources; and health instruction to patients or following examinations.
2. Performs encounter forms and completes super bills for appropriate nurse-visits to the clinic when permissible by law and particular third-party payer (for example, FamilyPACT). Examples of such visits are early urine pregnancy tests, depot Provera or other injections, etc.
3. Oversees the smooth progression of daily patient schedules, monitors patient flow and assists Medical Assistant staff in preparation of examination rooms, preparation of patients for exam, and taking of vital signs of patients. Assists provider with examination and procedures as requested.
4. Documents patient’s current medication list, including name(s) of meds, dosages, frequency, duration and start date. Administers medication and treatment as prescribed through written Provider orders, and notes procedure in chart. Is accountable for own errors in the administration of medications and treatment, and will be subject to established disciplinary measures in this regard.
5. Supervises all nursing functions at the clinic site assigned including immediate supervision of other nurses to assure conformance with established standards and procedural requirements. Organizes orientation, training, growth and development of LVN and MA staff. Evaluates the effectiveness of the care given by interdisciplinary care team and identifies problems making timely recommendations for their solution.
6. In the capacity of patient advocate, assesses the learning needs of patients, develops and implements patient education as appropriate. Acts as a resource and contact person for patients.
7. Assists Director of Nursing to adequately supply routine medical supplies; reorders supplies through established purchasing procedures. Maintains an accurate inventory of medical supplies to ensure services are not compromised due to unforeseen shortages.
8. Triage all medical calls and drop-in patients for the clinic. Performs assessment data collection and documents subjective data (chief complaint and allergies) and objective data (vital signs/weight/etc). Reviews basic health history information for patients, focusing on environmental, preventive and self-care planning.
9. Attends general and medical staff meetings and participates in quality improvement projects.
10. Assist in preparation of nursing, MA and support staff schedules and assures that adequate coverage is provided to providers and clinic sessions.
11. Assist the Medical Director, Director of Nursing and Chief Executive Officer on matters relating to nursing practices and participates in development of policies and protocols for patient care. Assists in the performance appraisals of personnel through documentation and input to the Nursing Director.
12. Performs all duties and services in full compliance with **TVHC’s Service Excellence Standards**.
13. Performs all duties in support of successful EHR/EPM implementation.
14. Performs other related duties as may be assigned by the Director of Nursing, Medical Director, and/or Chief Executive Officer.

**QUALIFICATIONS:**

1. Excellent communication skills at level necessary for taking patients’ medical histories, understanding provider and supervisor instructions, and for accurately documenting patients’ medical information. Ability to effectively communicate with patient population and staff while demonstrating a high degree of diplomacy and tact.
2. Intermediate to advanced computing and phone skills.
3. Bilingual in English/Spanish or language(s) other than English strongly preferred.
4. Working knowledge of “Universal Precautions” and demonstrated professionalism at all times.
5. Ability to multi-task and work effectively in a high-stress and fast-moving environment.
6. Possess a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
7. Culturally sensitive and demonstrated ability and effectiveness working with ethnically diverse populations.
8. Demonstrated flexibility and willingness to work on an as-needed basis in order to meet operational needs of the clinic.

**EDUCATION AND EXPERIENCE:**

1. Current, valid California RN license.
2. Valid Cardio Pulmonary Resuscitation Card (CPR)
3. Preferably two years nursing experience in an outpatient clinic with responsibility in administration.

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I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

________________________________________  Date______________________
Employee Signature

________________________________________
Print Name