

JOB DESCRIPTION

Job description for: Clinic Nurse

Reports to: Primary Clinical Staff Lead
Director of Clinical Services

Responsibilities: Responsible for individual goal directed nursing care through the processes and principles of nursing practice in accordance with Company policies and procedures.

Responsibilities of the job include but not limited to:

- ... Demonstrates skills and judgment necessary to implement medical plan of care, nursing interventions and procedures as necessary for the care of the patient
- ... Demonstrates skill and knowledge in nursing management of emergency situations
- ... Demonstrates knowledge of commonly used medications, action, dose and side-effects
- ... Demonstrates knowledge of practice policies for ordering, transcribing, and recording medications
- ... Evaluates the identified problems; care provided and patient response are reassessed to assure overall quality of care provided and meet patient's needs
- ... Maintains accurate and timely documentation of care provided to assure integration of information used to provide quality care
- ... Assures inter-agency referral forms (labs orders, radiology procedures, other tests), and orders are complete, timely and accurate
- ... Reviews charts to assure laboratory, imaging, pathology reports, and plans of care are addressed by the provider and information is relayed to the patient in a timely manner
- ... Pursues professional growth and development; maintain up-to- date, current knowledge base
- ... Functions as a role model for current and new staff when communicating information and perspectives
- ... Facilitates problem resolution among peers as observed by nursing managers, physicians and peers
- ... Demonstrates a constructive approach during all interactions with patients, physicians, staff and managers
- ... Demonstrates respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible and courteous environment

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- ... Maintains confidentiality of all patient and privileged information at all times
 - ... Complies with all regulations regarding privacy and security of patient information.
 - ... Maintains professional composure and confidence during stressful situations
 - ... Projects a professional image; attire is clean, neat, and appropriate to the work environment
 - ... Attends all safety in services and can describe responsibilities related to general safety (fire drills, disaster drills, bomb threats, etc)
 - ... Maintains work area and equipment in a clean and safe and efficient manner
 - ... Follows exposure control plans for bloodborne and airborne pathogens
 - ... Promotes effective working relations and works effectively as part of team departmentally and inter-departmentally to facilitate the ability to meet Company goals and objectives
 - ... Demonstrates appropriate use of automated systems to communicate inter- and intra-departmentally
 - ... Demonstrates willingness to identify and/ or assume activities relative to the developmental needs of the department
 - ... Demonstrates proper body mechanics in all functions
 - ... Directs and participates in quality improvement activities to promote superior patient care and unit function
 - ... Reports to work on time and as scheduled; appropriately utilizes lunch and break times for non-work activities and visiting
 - ... Demonstrates dependability/flexibility in meeting scheduling needs of the department
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Educational requirements:

1. Graduate of a professional nursing program (RN) or practical nursing program (LPN) with Idaho Nursing License current and in good standing
2. Maintains current CPR/BLS certification

Experience requirements:

1. Two years of clinical or office experience preferred

Skill requirements:

1. Good communication and verbal skills
2. Basic computer skills
3. Utilizes nursing process, interprets physician orders, and communicates clearly with patients, families, physicians, staff and other customers

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Behavioral requirements:

1. Positive attitude; courteous and accountable
2. Ability to function in a teamwork environment with management and subordinates
3. Professional appearance, dress and demeanor

Essential functions of the job:

1. Daily work may involve stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion, sitting for long periods of time.
2. Subject to inside environmental conditions.
3. May be exposed to products containing latex

Job relationships:

Supervised by Clinic Nurse Manager; works closely with physicians, nursing staff, other department staff and managers

Job boundaries:

1. Follows policies, procedures and protocols
2. Scheduled hours/days/duty assignments determined by manager based on departmental needs

EMPLOYEE ACKNOWLEDGMENT

BY MY SIGNATURE BELOW, I ATTEST that I have read and understood the job description for the position Clinic Nurse.

Based on that information, I believe (check appropriate box):

- I can perform the essential functions and duties of this position with or without a reasonable accommodation.
- I am not able to perform this job with or without a reasonable accommodation.

BASED ON THE ABOVE INFORMATION and box checked, I hereby certify that all my statements and information related to the employment process are true and complete, and the failure to answer any questions or failure to answer truthfully and completely may result in my termination or not being hired.

APPLICANT/EMPLOYEE SIGNATURE: _____ DATE: _____

SIGNATURE OF HIRING AUTHORITY: _____ DATE: _____