JOB TITLE: Registered Nurse
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt

JOB OVERVIEW: Responsible for leadership, direction and clinical supervision of the health care team. Coordinates and facilitates health care service of the patient. Accountable for both the provision of nursing care and the coordination of care for the patient in collaboration with the health care team.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

All duties in the Medical Assistant and LPN job descriptions and:
1. Collection and assessment of data regarding the patient.
2. Formulate and document a nursing care plan based on MD’s plan of care, then implement the plan safely.
3. Communicate in an attentive and individualized manner in every encounter.
4. Counsel and provide health teaching to the patient and family members based on need.
5. Provide the patient with preventive care measures congruent with his/her age, sex and health status.
6. Document on each patient’s record all observed or expressed health care needs.
7. Provide each patient care in a safe, comfortable and private environment.

ADDITIONAL RESPONSIBILITIES:

1. Demonstrate responsibility and accountability for professional practice and for continued professional growth and self-evaluation.
2. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
3. Document work processes as required.
4. Maintain professional appearance and personal conduct at all times.
5. Adhere to all policies and procedures including office and state protocols.
7. Perform other duties as assigned.

QUALIFICATIONS:

Education/Certification/Licensure:
2. Current CPR certification for Health Care Providers.

Experience: One year of professional nursing experience in a clinical setting preferred.
Skills:
1. Ability to apply and modify the principles, methods and techniques of professional nursing to provide on-going patient care.
2. Strong organizational and interpersonal skills.
3. Ability to identify problems and recommend solutions.
4. Ability to develop and maintain department quality assurance.

Other Requirements:
1. Knowledge of professional nursing theory and practice to give and evaluate patient care.
2. Knowledge of organizational policies, regulations and procedures to administer patient care.
3. Knowledge of medical equipment and instruments to administer patient care.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Ability to react calmly and effectively in busy or emergency situations.
6. Ability to interpret, adapt and apply guidelines and procedures.
7. Ability to communicate effectively in the English language in person, by phone and in writing.
8. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
9. Ability to establish and maintain effective working relationships with physicians, management and peers.

Physical Requirements:
Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.
Speaking: Must be able to communicate clearly to patients in person and over the telephone.
Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.
Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Registered Nurse job description and understand the functions and objectives of the position.

Employee Signature: ___________________________   Date: _________________________

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Last update: 05/04/2005