



Job Title: REGISTERED NURSE - P/T - F/T

Department(s): Nursing

Position Summary: Provides prescribed medical treatment and case management services to clinic patients. Provides supportive function to provider staff.

Supervision Received: Clinical Operations Director

Supervision Exercised: None

Hours/Week 16-40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- **Telephone Triage**
 - Handles triage calls, discusses triage questions with a provider and returns patient phone calls with appropriate education/instruction or uses telephone triage guidelines when appropriate, documenting telephone discussions, providing patient education re medical problems, medication usage, lab and/or x-ray results as guided by a provider
- **General Phone Calls**
 - Nursing Home Orders
 - Pharmacies--questions about prescriptions or medications not covered
 - Doctor call backs on labs/x-ray and anything needed to be communicated to patients or other health offices
 - Other doctors' offices about patients
 - PAP needed for patients-fill out paperwork, send to health insurance and copy to pharmacy
 - Other inquiries
- **Nurse Visits**
 - Sees patients on daily nurse schedule
 - Responds to the needs of walk-in patients, assisting providers, reading PPD results and documenting same
- **Medication Support**
 - Labels and prepares on-site, stocked NHS formulary drugs prescribed by provider
 - Calls or fax prescriptions to the pharmacy
 - Maintains a log book of all dispensed medication at the direction of the provider staff
 - Maintains an emergency box of medications
 - Reviews refill requests with providers; maintains, orders and rotates medication stock, disposes of expired medications.
 - Meets with drug representatives and schedules their opportunities to meet with providers
 - Oversees the application/enrollment and tracking process for patients in indigent medication programs
 - Meets with patients to provide patient education on medications under the supervision of a

provider.

- Oversees the medication refill line, making sure charts are pulled, medical record numbers verified and given to providers for refill verification
- **Patient Follow-Up and Tracking**
 - Maintains a reminder file for patient follow-up
 - Support providers by following up with patients on lab and imaging results
 - Call patients with medication changes, directions and education as ordered by provider
 - Manages the SAGE program, following-up on abnormal mammograms, pap smears and colposcopies and corrects errors in enrollment and form completion
 - Checks fax machine for labs, consults, meds referrals, etc. and give to providers
- **Patient Education and Case Management Support**
 - Provides education to patients during nurse visits and as requested by providers
 - Refers patients to other community agencies when indicated and maintains a referral list of community agencies
- **Prenatal Support**
 - Provides nursing support, when needed, to the Nurse Midwives
- Participates in professional development activities to maintain current professional nursing standards
- Participates in staff meetings and in-service training programs
- Works the “on call” schedule as needed with provider back-up for additional compensation, following clinic policies and procedures and adhering to NHS mission statement and philosophy
- Works collaboratively with staff to achieve optimal efficiency, outcomes and morale
- Maintains excellent and punctual attendance
- Attends agency functions and meetings as relevant or required
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system or electronic health record, as required
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program and other agency policies and procedures
- Performs other duties as assigned

PHYSICAL/MENTAL DEMANDS:

These demands are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Regularly required to use hands to finger, handle or feel objects, tools or controls
- Ability to talk and hear
- Frequently required to sit and reach with hands and arms
- Required to stand, walk, stoop, kneel and crouch
- Frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL /WORKING CONDITIONS:

These characteristics are representative of those the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- The noise level in the work environment is usually moderate

EQUIPMENT USED:

- Computer
- Telephone
- Copier
- FAX

EDUCATION/QUALIFICATIONS:

- **Experience**
 - Registered Nurse
 - Graduation from an accredited nursing program
 - Current license to practice nursing in Minnesota
 - Minimum of one year experience in a clinic setting preferred
 - Patient education experience
 - Family planning experience highly desired
 - Motivated toward improving the health of the community
- **Possesses skill in:**
 - Computer skills at the level necessary for working efficiently in the company's practice management system, especially in the electronic medical record
- **Possesses ability to:**
 - Work some evenings
 - Plan, organize and multitask
 - Use a computer keyboard to type
 - Speak, understand, read and write English at a sufficiently to carry out all essential duties
 - Work independently and as part of a team
 - Work cooperatively and respectfully with others

Employee Signature: _____

Date: ____ / ____ / ____