

PRIMARY HEALTH CARE, INC

TITLE Registered Nurse

PAY GRADE 7
FLSA non-exempt

GENERAL DESCRIPTION

The purpose of this position is to provide general nursing care and leadership, working collaboratively with physicians and multidisciplinary team members. The R.N. will promote and restore patient's health as they prescribe, provide, delegate, evaluate and coordinate comprehensive professional nursing care through the use of the nursing process for patients of all ages, gender, cultures, and background; provide physical and psycho-social support to patients, friends, and families. This individual may oversee clinical care of other personnel including LPN's and MA's.

CHARACTERISTIC DUTIES

PATIENT DUTIES

1. Assess, plan, direct and evaluate total nursing care as determined by the patient's age related physical, psychosocial, and cultural needs in accordance with established standards, policies and procedures of the Community Health Center and Chapter Six of the Code of Iowa.
2. Provides case management by being a patient advocate, resource and contact person for patients.
3. Provides basic education information to patients and family, focusing on self-care appropriate to their age and identified learning considerations and needs.
4. 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, self-care and clinic discharge planning.
5. Administers medications and intravenous solutions skillfully and correctly, and performs lab/diagnostic testing as ordered by provider and reports all critical lab values immediately.
6. Demonstrates an ability to remain calm, perform effectively and professionally during peak periods of activity and emergency situations.
7. Anticipates and prepares examination room with equipment and supplies required for the visit. Assists provider with examination and procedures per request.
8. Utilizes universal precautions in obtaining specimens (venipuncture, cultures, etc.) and in delivery of patient care. Performs lab testing (i.e. urine dip, pregnancy test, strep screen, hemacue) including quality controls and maintains all laboratory/diagnostic test logs.

TEAM DUTIES

1. Evaluates the effectiveness of the care given by interdisciplinary care team and identifies problems and guides team members to their solution.
2. Assigns care team members in accordance with patient needs, staff capabilities and qualifications to meet the needs of the clinic.
3. Participates in training, orientation, competency assessment and education of new employees.
4. Communicates clearly, concisely and accurately, creating a working climate that provides growth and job satisfaction of personnel.
5. Serves as a resource person to other staff in the area of ones own clinical expertise.

ADMINISTRATIVE DUTIES

1. Acts in a professional manner, reflecting the mission of the Community Health Center and demonstrates compliance with all policy, procedures and federal/state regulations.
2. Demonstrates ongoing service excellence skills.
3. Maintains economical and efficient nursing care in a clean and safe environment.
4. Participates in performance improvement activities as requested.
5. Demonstrates ongoing understanding of corporate compliance policy.
6. Participates in meetings, conferences, and demonstrates genuine desire to develop strategies for improved clinic operations and a high level of patient care.
7. Evaluates the performance of team members as requested for performance appraisals.

PERFORMANCE STANDARDS

1. Demonstrates ability to consistently perform job duties as outlined in the job description.
2. Demonstrates and supports service excellence standards outlined in the Employee Handbook.
3. Demonstrates commitment to professional growth and competence.
4. Demonstrates compliance with patient confidentiality 100% of the time
5. Handwriting is legible 100 % of the time.

MINIMUM QUALIFICATIONS

1. Current RN License recognized by the State of Iowa Board of Nursing.
2. Knowledge of nursing care in accordance with regulations and practices established by the Iowa Board of Nursing.
3. Consistent demonstration of a team approach to care.
4. Ability to effectively communicate both in writing and orally.

PREFERRED QUALIFICATIONS

1. Bilingual, preferably Spanish speaking.
2. Experience in Community Health Centers.
3. Computer literate.
4. BCLS certified.

PHYSICAL DEMANDS

SEDENTARY (Requires lifting 10 lbs., carrying small objects)	_____
LIGHT (Requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)	_____
MEDIUM (Requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)	_____x_____
HEAVY (Requires lifting 100 lbs., with frequent carrying of up to 50 lbs.)	_____
VERY HEAVY (Requires lifting over 100 lbs., such as moving furniture)	_____

CODES: **C** = Continuously, **F** = Frequently, **O** = Occasionally, **R** = Rarely
(70% or more) (40-70%) (15-40%) (less than 15%)

Standing	F	Reaching	F	Body Pivoting	R
Sitting	O	Grasping	C	Climbing (stairs,ramps)	R
Walking	F	Fine Dexterity	C	Vision:	
Lifting	O	Kneeling	R	Reading	C
Carrying	O	Crouching	R	Distance	C
Pushing/Pulling	R	Balancing	C	Depth Perception	C
Hearing	C	Crawling	R	Color	C
Talking	F	Bending	R		

WORKING ENVIRONMENT

Definitions for OSHA working environment are: Category I -- Involves ***routine*** exposure to blood or body fluids, Category II – Involves ***possible*** exposure to blood or body fluids, Category III – Involves ***no*** exposure.

OSHA category for this position is **Category I**.

SUPERVISION

Received: Medical Director/Clinic Director/Manager
Exercised: None.

AGE OF THOSE SERVED IN THE ASSIGNED SERVICE AREA (please check those applicable)

<input type="radio"/> Neonate Infant 0-1 yr	<input type="radio"/> Toddler/ Preschool 1-5 yrs	<input type="radio"/> School Age 6-12 yrs	<input type="radio"/> Adolescent 13-18 yrs	<input type="radio"/> Adult 19-65 yrs	<input type="radio"/> Aging 66+ yrs	<input type="radio"/> Not Applicable
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APPROVED BY:

Executive Director

Operations Director

Clinic Director

Issued: July, 2002
Reviewed: N/A
Revised: June, 2004

DISCLAIMER: The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

I have reviewed and received a copy of this job description.

Employee Signature

Date