

JOB TITLE: Registered Nurse

DEPARTMENT: SH Wyandotte

EXEMPT

REPORTS TO: Clinic Manager

JOB SUMMARY

The Registered Nurse may take health history, perform triage and nursing assessment, perform health counseling, administer medications and treatments, provide nursing care and assist physicians/providers.

PRIMARY FUNCTIONS

1. Perform patient triage and nursing assessment of patients according to clinic protocols and standards of nursing practice. This includes taking vital signs and weights, screening health history, ordering screening laboratory studies and x-rays, preparing patients for examination by physician/provider.
2. Transcribes physician/provider orders, collect specimens and cultures for laboratory analysis.
3. Consults with patients and other health care providers by telephone to evaluate a patient's condition. Arranges referrals for specialty care, urgent or emergent care at the direction of the physician/provider. Instructs patients in home self-care (in accordance with clinic protocols, patient education materials, and standards of nursing practice) when an immediate clinic evaluation is not necessary. Instruct patients to come to the clinic as necessary. Consult with the nurse manager or provider when there is a question about the severity of the problem or the need for immediate attention.
4. Administers oral and parenteral (IM, subcutaneous, intradermal) medications as ordered and prescribed by the physician/provider. May dispense prescription medications as ordered by physician/provider.
5. Performs the following procedures and be observed by the supervising nurse at least twice annually to verify accuracy in performing these procedures:
 - a. Glucose monitoring
 - b. Spirometry
 - c. Nebulizer treatment
 - d. Oxygen administration
 - e. Ear lavage
 - f. Dressing changes
 - g. Pulse oximetry
 - h. Oxygen peak flow
6. Formulates treatment plans and documents all nursing care and treatments performed, in the medical record, dates and signs all entries.
7. Coordinates and integrates interdepartmental and intradepartmental services at Swope Health Central.
8. Manages and directs patient flow within the clinical area.
9. May relieve the nurse manager and medical assistants as necessary.
10. Orders basic clinic supplies and stock medications.
11. Knowledgeable on using PC and Microsoft Word.

SECONDARY FUNCTIONS

12. Checks medical equipment weekly. Remove outdated medications from pharmacy. Make sure

resuscitation equipment is in working order. Documents the weekly check on the checklist for medical equipment. Documents the medications refrigerator temperature daily on log sheet.

13. Checks the defibrillator weekly and documents this check on the checklist for the defibrillator. Report any problems with this equipment immediately to the nurse supervisor.
14. Assists in staff training and new employee orientation.
15. Maintains an environment conducive to the care and welfare of patients/clients.
16. Participates in continuing educational offerings that are scheduled at the facility.
17. Comply with computer security guidelines and confidentiality of both patients and staff.
18. In an emergency, R.N. will coordinate efforts with assigned hospital, initiate CPR and take actions necessary to provide continuity of care.
19. Assist with obtaining appropriate referral for patients.
20. Checks and documents the oxygen, respiratory and glucometer equipment weekly on appropriate log sheets.
21. All other duties as assigned by the clinic manager.

CLINICAL COMPETENCY

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| 1. Glucose monitor | 6. Blood pressure monitoring |
| 2. Nebulizer treatment | 7. Diabetes |
| 3. Administering TB skin test | 8. Hypertension |
| 4. Administering IM medication | 9. Preventive Health (see Adult Medicine checklist) |
| 5. Oxygen set-up and therapy | |

QUALIFICATIONS

1. Graduate of an accredited school of registered nursing. Two years med/surgical experienced preferred.
2. Licensed to practice in the State of Kansas.
3. Basic Cardiovascular Life Support (BCLS), certified.
4. Good communication skills, customer service oriented, telephone etiquette and exhibits the ability to work with people (staff, visitors and clients).

POSITIONS SUPERVISED

1. None