

Welcoming all who need care

Job title	<i>Registered Nurse, Clinic (RN)</i>
Reports to	<i>Nurse Coordinator</i>
Status	<i>Non-Exempt (Hourly)</i>

Job purpose

The RN, Clinic is an integral member of the interdisciplinary health team and assists in the care of patients, including administration of treatments and medications, patient education, triage, and clinic flow activities.

Duties and responsibilities

- Works in harmony with others, exhibits a positive attitude and commitment to the health center mission. Actions show commitment to team effort, works well with others, supports group objectives, and participates in staff meetings and team problem-solving
- Demonstrates the ability to effectively organize and prioritize work and utilize available resources to assist with efficient patient flow in the clinic
- Demonstrates understanding of appropriate nurse to provider ratios, skill levels, and cost effectiveness strategies
- Actively assists with routine clinic task, Utilizes established methods to ensure consistency in maintaining emergency supplies, stock medications, immunizations, forms, sterile instrument inventory, equipment, and appropriate exam room inventory, rooming and checking out patients, etc.
- Assists in the orientation and education of new nursing employees
- Utilizes the health center Performance Improvement processes in identifying the center needs related to any aspect of patient care and customer service
- Demonstrates flexibility in work roles and schedules to meet the changing needs of the center
- Maintains awareness of new information applicable to job, i.e. policies, meeting minutes, procedures, memos, and protocols
- Utilizes slow time constructively to enhance center operations and assists other departments when time and workload permits
- Maintains confidentiality of patients and staff
- Actively pursues continuing education in order to improve job skills or performance
- Ability to identify own areas of needed improvement, and formulates goals to work toward
- Utilizes appropriate methods to deal with stressful situations
- Understands and supports organizational goals

- Meets work schedules, fulfills responsibilities and commitments, i.e. attendance, punctuality, dependability, initiative, productivity and efficiency
- Maintains professional appearance; follows established dress code
- Follows protocol and perform accurate and thorough work-ups, check-ins and check-outs of all patients
- Accurately assesses current status as well as preventive health status and communicates needs to provider
- Assists with patient education based on assessment of patient needs and clinic standards of nursing care and documents in patient record
- Provides skilled nursing care as demonstrated by safely and accurately performing technical skills (sterile dressings, EKGs, pulmonary treatments, etc.) and the safe, accurate administration of medications, IV fluids, and immunizations
- Anticipates the needs of providers related to patient visits, and assists providers with patient care
- Assumes role of advocate to ensure health needs are met including responding to patient phone messages and requests in a timely and professional manner
- Documents all provider orders, nursing actions, and interventions on patient record consistent with health center guidelines
- Assists with triage patients on-site and via telephone for appropriateness and timeliness of care per approved triage protocols and standing orders
- Knowledgeable of and follows all established Infection Control guidelines and OSHA standards and participates in staff training events
- Exhibits caring qualities consistent with the values of the health center
- Performs laboratory testing, including proper handling and labeling of all test samples according to health center policies and in compliance with CLIA guidelines
- Keeps patients/families informed of situations that affect patient's clinic visit; i.e. extended waiting times, seeing provider other than originally scheduled, etc.
- Able to perform effectively and appropriately in emergency situations
- Performs other duties as assigned or requested
- Coordinate with other staff to care for patients with chronic illnesses
- Assist in triage for patients who are receiving care by psychiatric providers
- Assist Medical Assistants with day-to-day operations

Qualifications

- RN currently licensed to practice in the state of Kansas.
- Maintains current licensure, required training and credentialing
- Consistent patient-centered, caring disposition is a must for this position
- Knowledgeable of the scope of practice for nursing disciplines as described by the Nursing Practice Act



Heartland Community
Health Center
1312 W 6th St
Lawrence, KS 66044
785.841.7297

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Panda Pediatrics
1803 W 6th St
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66044
785.842.4477

River City
Pharmacy
1312 W 6th St
Lawrence, KS 66044
785.856.3210

- Current Basic Life Support certification
- Age Specific Competencies Infants through Adolescents
- Age Specific Competencies - Adult
- Experience in ambulatory care setting
- Possesses strong clinical skills and competency in ambulatory care.
- Strong interest in working with an interdisciplinary health team and culturally diverse patient populations

Working conditions

- Sits and walks throughout the day.
- May be exposed to infection and contagious diseases.
- Handles emergency or crisis situations.
- Job tasks are performed in close physical proximity to other people
- Requires working indoors in environmentally controlled conditions
- Requires dealing with unpleasant conflict situations.
- Subject to many interruptions

Physical requirements

- Requires repetitive physical and mental activities
- Requires walking
- Requires using hands to handle, control, or feel objects, tools, or controls
- Requires bending or twisting
- Requires standing for extended periods of time

Details

- Hours M – F from 7:30 am – 7 pm as needed. Saturdays 8a-12p as needed.
 - Hours are approximate and may be altered by supervisor(s) as needed.
 - Shifts are generally 8 hours in length in clinic.
 - Full-Time employees have an expected workweek of 40 hours
 - Part-Time employees will work hours as scheduled and agreed to by the supervisor

Engagement

Employee Signature (sign and print)

Date

Human Resources Director Signature

Date

Chief Executive Officer Signature

Date



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Approved by:	
Date approved:	