

DEPARTMENT: Bucktail Medical Center Community Clinic

SUPERVISOR: Clinic Manager

POSITION: Clinic Nurse

Job Summary:

- Under the clinical supervision of the Physician and Administrative Supervision of the Clinic Manager. Provides nursing care for clinic patients following established standards and practices. He / She is committed to quality patient care.

Qualifications:

- Licensure from an accredited program of Practical Nursing (LPN). Current Pennsylvania license. Post graduate experience preferred. Maintain optimum physical and mental health. Maintain a positive attitude in regard to changing and upgrading the nursing care of the clinic patients, this includes Inservice training. Current certification in Cardio- Pulmonary Resuscitation.

Duties:

- Knowledge of the organization and polices and procedures of the hospital and the clinic department, including Pennsylvania Department of Health Nursing.
- Demonstrates leadership abilities including the ability to work under stressful situations.
- Possesses good oral and written communications skills, problem solving and decision-making abilities.
- Maintains and coordinates a collaborative working relationship with the other departments of Bucktail Medical Center.
- Represents department and hospital at internal and external meetings and functions requested.
- Collaborates with physician and other departments to coordinate patient care.
- Assumes responsibility for own continuing education and developmental needs and skills in management and clinical care of patients.
- Order and maintain medical and pharmacy supplies to efficiently operate the clinic.
- Ensure cleanliness of exam rooms.
- Complete paperwork for Laboratory and Radiology tests, etc.

- Screen and refer pharmaceutical representatives.
- Participate in professional development activities and maintain professional affiliation.
- Follow departmental policies and procedures.

Clinical:

1. Maintain flow of patients in a timely manner:
 - Escort patient to exam room and orient to surroundings
 - Take vital signs
 - Document short history of reason for visit
 - Prepare patient for anticipated procedure (s)
 - Notify physician that patient is ready
2. Document patient chart appropriately:
 - Vital signs and test results
 - Prescriptions called to pharmacy
 - Patient telephone conversations with regard to problem (s) and action taken
 - File lab work, EKGs, X-rays, and studies in correct sections
3. Implement physician's orders:
 - Schedule and explain procedures
 - Prepare specimens
4. Assist physician with procedures:
 - Minor surgery
 - Pap smears
 - Breast exams
5. Know disease processes and recognize change in patient condition. Initiate emergency procedures appropriate to the situation in a timely and effective manner:
 - CPR
 - Report life threatening symptoms or signs, also laboratory values
6. Act as a resource person to patient and liaison between physician and patient.
 - Inform patient of information as directed by physician
 - Gather information as directed by physician regarding patient problems/concerns
 - Receive Laboratory values and test results reports
 - Gather data with regard to standards for care
7. Administer medication (oral), IM, SQ, Rectal) as per policy and procedure.
8. Monitor expiration dates on medications and replace those that are outdated. Maintain an updated inventory listing of all medicines (closet, emergency drug box, refrigerator).
9. Perform patient teaching at the discretion and direction of the physician.

The above statement reflects the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent on the job.

Physical Demands:

Require full range of body motion including handling and lifting of patients. Require manual and finger dexterity and hand-eye coordination. Requires standing and walking for extensive periods of time.

Occasional lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires intact color vision and depth of perception. Requires corrected vision and depth of perception. Requires irregular hours.

Accident or Health Hazards

Requires frequent contact with blood or body fluids. Requires frequent handling of chemicals (medication). Requires handling of needles or other sharp objects.

Performs all other duties as assigned by Clinic Director/Physician, Clinic Manager or the CEO of this facility.

By signing below I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date

ALR/dat 2006