



REGISTERED NURSE

JOB SUMMARY:

Within the scope of licensing, training, credentialing, and privileging the Registered Nurse provides comprehensive nursing services including assessment, teaching, counseling, and prevention services to individuals and families to promote health. Participates in the operation of Health Center, maintains patient records, and educates patients on a variety of health topics.

ESSENTIAL TASKS:

1. Interviews patients and conducts health assessments including conducting physical assessments, obtaining blood pressure, temperature, measurements, and other data and developing information on health and diet history and family health status.
2. May serve as clinic site coordinator and be responsible for administrative tasks associated with site operations (e.g. information management; inventory management; waste management).
3. Arranges for specialized testing, medical procedures, and specialist referrals.
4. Obtains appropriate authorizations for care, communicating with patients and care givers regarding issues related to authorizations, benefits, and medical treatment.
5. Coordinates paperwork including prior authorizations obtained. May notify patients of appointments and educate patients if necessary regarding required preparation.
6. Provides care management evaluation to patients who have complicated health care needs to ensure optimal outcome of care or refers them to other providers for evaluation.
7. Reviews written prescriptions with patient or caregiver, explaining purpose, side effects, dosage, and any special instructions.
8. Assists physician with physical assessments and procedures as needed. Gives treatments, medications and injections and performs testing per physician orders. Instructs patient or caregiver in the proper way to collect specimens in order to get accurate results.
9. May triage calls or visits from patients and caregivers. Determines needs and initiates appropriate action such as intervention, appointment, after hour clinic referral, or answering patient questions. May initiate appropriate action by using standing orders for over-the-counter medications or referring to provider, calling parents/care givers, and/or administering physician ordered medications, after appropriate documents are obtained.
10. Responsible for emergency care in critical conditions; must know limits and make appropriate referrals in both emergent and non-emergent conditions; initiate appropriate evaluation and emergency management for emergency situations, for example, cardiac arrest, respiratory distress, injuries, burns and hemorrhage;
11. Provide health education and counseling to those patients seeking family planning services promoting positive health behaviors and self-care skills;
12. Maintain patient records in a systematic format in accordance with health center policies; participate with physicians in a periodic review of patients' health records to determine health status



13. Serve as a consultant and collaborator to/with the Health Center team, patients and community professionals;
14. Participate in medical staff and other HCC meetings and committees;
15. Ensures that patient records are kept confidential consistent with the Health Center policies and procedures and HIPAA standards.
16. Immediately reports any discovered or suspected fraud, waste, or abuse of health center funds to the Administrative Manager or Program Director;
17. Reports cases of suspected abuse or neglect of children and adults to the proper authorities in accordance with Center policy and state law;
18. Assesses the immunization status of patients. In accordance with written protocols, administers immunizations and documents immunization records.
19. Immediately report any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Administrative Manager or Program Director.
20. Pursues a continuing program to maintain or enhance competency as a Nurse; maintain high levels of current knowledge about new developments in nursing; and
21. Other tasks as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Current New York State Nursing license.
2. Two years' experience as a Nurse with experience similar to the job responsibilities of a Nurse within a medical setting.
3. Experience in family practice preferred.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of evidence-based and best practices in nursing.
2. Ability to work independently.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to deal tactfully and patiently with patients.
5. Ability to establish and maintain records, reports and statistical data.
6. Ability to enter and retrieve data in a computer.
7. Ability to use initiative and judgment.
8. Ability to maintain effective working relationships with other related agencies; professionals and citizen groups;
9. Skill in diagnostic procedures for diseases and the drug therapy needed for treatment of these medical conditions.

This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of executive management.