

JOB DESCRIPTION

Job Title: OFFICE NURSE-RN

Job Code: 200692

FLSA: Non-Exempt

Department: Network	
Effective Date: 07/01/15	Revised:
Approving Signatures	
Director	<i>Susan D. White</i>
Administrative V.P.	
Human Resources	<i>Leborah Dallas</i>

JOB SUMMARY: Provide nursing services in the office setting and/or via telephone assessment and triage. Assists in maintaining a clean, safe patient environment and performs job responsibilities in a safe manner. Maintains clinical and professional competency as appropriate to the ages, developmental stages and special needs of the patients served.

EDUCATION, CREDENTIALS AND TRAINING REQUIRED: Graduate of an accredited nursing program and currently licensed by the NC (or compact state) Board of Nursing to practices as a RN.

EXPERIENCE REQUIRED: Previous experience in a medical office preferred.

REPORTING RELATIONSHIPS: Supervises: None Reports To: Practice Manager, clinical direction from physician

WORKING ENVIRONMENT: Works in light and temperature controlled environment.

WORK AIDS: Equipment required by the practice; includes blood pressure manometer, stethoscope, thermometer, personal protective equipment, wheelchairs, and related clinical equipment. Computer and other standard office equipment. This list is not all-inclusive.

Key Elements

- Administers medications in accordance with practitioners' orders, and established policies, procedures and techniques with no noted exceptions.
- Performs clinical and technical treatments and procedures in accordance with established policy and procedure, with no more than 1 noted exception, and no exceptions resulting in the need for medical intervention.
- Effectively applies and documents the triage, nursing care and education process from admission through discharge, as evidenced in 9 of 10 random audits, and no more than 1-2 otherwise noted exceptions per year.
- Follows established procedures for the procurement, receipt, verification and storage of supplies, medications and pharmaceuticals, ensuring that established par levels are maintained, out-of-date items are purged, items are routinely rotated, and special orders are sent out promptly, as evidenced in 9 of 10 random audits, and no more than 1 otherwise noted exception per year.

Essential Functions

1. Model CRHS core values of caring, commitment, integrity and teamwork to internal and external customers (i.e.; patient, family, physician).
2. Demonstrates the knowledge and skills necessary to provide care, or arrange for the provision of appropriate care, for newborn, pediatric, adolescent, adult, and/or geriatric population of patients, as pertinent to the scope of the office setting. Demonstrates knowledge of the principles of growth and development over the life span and possesses the ability to assess data reflective of the patient's status.
3. Performs clinical functions to include but not limited to:
 - Medication administration, including injections/immunizations;
 - Administration of IV fluids under the direction of the physician;
 - Completion of CLIA approved waived laboratory tests and practice-specific diagnostic testing;

- Vital signs and patient assessment prior to physician visit;
 - Observes, records and reports patients condition and reaction to the physician following procedures, medication administration or treatments;
 - Assists providers during procedures and examination and performs instrument and room clean up in accordance with OSHA standards.
4. Utilizes standard precautions and complies with OSHA/CLIA regulations in completing job assignments. Education other staff regarding these regulations.
 5. Performs telephone triage. Obtains clinically appropriate data and symptoms from the patient and advises and instructs patients according to established protocols and/or orders from the physician.
 6. May assist with patient inquiries from prescription refill and scheduling appointments for patient referrals and obtaining authorizations. Notifies patient as directed by the provider.
 7. Provides patient education as specific to the patient's needs, including but not limited to disease process, medication use and contraindications, collection of samples and follow up needs.
 8. Responsible for monitoring inventory and maintaining logs of pharmaceutical samples, stock medications, narcotics, and emergency medications/equipment specific to the practice setting.
 9. Appropriately documents all patient care interactions in patient medical record.
 10. Respond appropriately to any call in emergency situation.
 11. Monitor and improve patient flow throughout the practice.
 12. Ensures that all ordered diagnostic tests are tracked and logged and that the physician is presented with the test results for review and follow-up.
 13. Works in the RN role within the applicable NC Board of Nursing guidelines.
 14. Adheres to infection control/safety guidelines, OSHA and CLIA standards and maintains CPR certification.
 15. Provides excellent customer service and maintains a high level of teamwork within the practice.
 16. Serves in a leadership role within the clinical environment and as clinical resource for office manager and other non-clinical staff.

Marginal Functions

1. Participates in quality assurance programs, attends safety and staff meetings and in-services.
2. Arranges for or conducts in-services education for staff on clinical issues.
3. Aids in maintaining stock supply items, inventory management, restocking exam rooms, emergency equipment, etc.
4. Complete lab requisitions and prepare specimens for pick-up.
5. Assist provider with appropriate administrative tasks.
6. Assists with referrals, including obtaining authorization from specialist.
7. Venipuncture.
8. Performs other duties as assigned.

Protected Health Information

Will limit access to protected health information (PHI) to the information reasonably necessary to do the job. Will share information only on a need to know basis for work purposes. Access to verbal, written and electronic PHI for this job has been determined based on the job level and job responsibility within the organization. Computerized access to PHI for this job has been determined as described above and is controlled via user ID and password.

The above statements are intended to describe the general nature of and level of work being performed by people assigned this job classification. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities of people so assigned.

PHYSICAL DEMANDS ANALYSIS

Job Title Office Nurse

Department Network

Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff members in this position.

R = Rarely O = Occasionally F = Frequently C = Constantly

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities. Show the frequency by checking the appropriate boxes.

	R	O	F	C
Stand			✓	
Walk			✓	
Sit		✓		
Run	✓			
Talk/hear				✓
Use hands to handle or feel				✓
Push/Pull			✓	
Stoop, kneel, crouch or crawl			✓	
Reach with hands and arms			✓	
Taste or smell		✓		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes.

	R	O	F	C
Up to 10 pounds:				✓
Up to 25 pounds:			✓	
Up to 50 pounds:		✓		
Up to 100 pounds:		✓		
More than 100 pounds:		✓		

This job has special vision requirements. Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specify demands not listed: _____

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes.

	R	O	F	C
Wet, humid (non-weather)	✓			
Work near moving machine parts	✓			
Fumes or airborne particles	✓			
Toxic or caustic chemicals	✓			
Outdoor weather conditions	✓			
Extreme cold (non-weather)	✓			
Extreme heat (non-weather)	✓			
Risk of electrical shock	✓			
Risk of radiation	✓			
Vibration	✓			

Typical noise level in work environment: (Check all that apply.)

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear client call
- Ability to hear instructions from physicians/department staff

REPETITIVE MOTION ACTIONS

R=Right L=Left B=Both -Number of Hours per Day-

Enter "R" "L" or "B"	<1	1-2	3-4	5-6	7+
Repetitive use of foot control	✓				
Repetitive use of hands		✓			
Grasping: simple/light					✓
Grasping: firm/heavy		✓			
Fine Dexterity					✓