Registered Nurse (RN)
Job Description (11-21-2006)

Pay Grade: 13C
Supervision Received: Reports to the Nurse Manager

Under the general supervision of the Nurse Manager, performs direct and indirect nursing activities in accordance with licensure by the Commonwealth of Massachusetts and the polices and procedures of the health center.

Essential Duties and Major responsibilities:

- Prepares patients for visits with providers by performing and recording vital signs (including: blood pressure, temperature, pulse, respirations, weight, and other procedures as needed)
- Reviews patients' medical records for completeness and updates prior to patients' visit
- Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assisting the provider as needed
- Assists in preparing patients for routine diagnostic procedures (i.e. urine specimens) and performing selected screening tests (including: urine dipsticks, urine hCG, and rapid strep throat cultures)
- Assists in preparing routine diagnostic request forms
- Books patients for tests and appointments with outside facilities and/or specialists
- Executes medical orders for specific drugs, treatments, and other diagnostic or therapeutic procedures
- Administers and records medication administration consistent with his/her knowledge of pharmacology in accordance with health center policy
- Participates in preventive health teaching and education pertinent to procedures being conducted
- Provides case management type oversight to an identified patient population as assigned by the Nurse Manager
- Provides guidance to non-clinical staff regarding clinical issues (i.e. phone triage)
- Near visual acuity to observe changes in health/illness status of patients. Manual skills required include good eye and hand coordination in combination with finger dexterity for administration of injections, treatments, etc. Good color vision is required for perceiving changes in skin color and colors of medicines, solutions, etc
- Work is of medium demand, walking and standing.
- Occasional lifting of patients with assistance, reaching, handling and fingering of instruments and equipment and caring of patient needs.
- Hearing to distinguish difference in heartbeat and breathing of patients and to hear instructions.
- Near visual acuity to read gauges and dials on equipment.
- Color vision for perceiving changes in patient's skin color or color of solutions.
- Able to lift 40 lbs.
- Demonstrates understanding and commitment of dual mission of the health center
- Demonstrates understanding and commitment to the established CHC Values and Standards
- Performs other job related duties as required or assigned

Minimum Qualifications:

- Registered Nurse degree required, Bachelor of Science Nursing preferred
- 2 years similar work, internship, or volunteer experience required
- Work experience equivalent to one year as an RN in an ambulatory medical office environment preferred
- Currently registered as a Registered Nurse in the Commonwealth of Massachusetts and its Board of Registration in Nursing
- Bilingual in Spanish and/or Hmong preferred
- Computer skills for accurate data entry
- AHA BLS Health Care Provider certification or equivalent
- Demonstrated interpersonal relationship skills
- Demonstrated written and verbal communication skills in English
- Demonstrated ability to work in a fast paced medical office environment

Competencies: Individual departments will develop competencies which will be communicated and maintained through CHC’s performance evaluation system.
**Supervision Exercised**: None. However, may be designated as Nurse of the Day by the Nurse Manager and be responsible for providing guidance to the Medical Assistants in order to maintain clinic flow.

**Environmental Working Conditions**: Usual working environment found in outpatient primary care office setting. Exposure to blood products, body fluids, cleaning solutions, and medications.

**Physical and Mental Requirements**: The physical and mental demands are representative of those that must be met by an employee to successfully perform the essential duties of this job with or without a reasonable accommodation. Normal visual acuity and standard clerical dexterity to operate computers, printers, photocopiers, and fax machines; moderate walking, standing, reaching, and stooping in order to accomplish everyday office tasks required.