

# CASSOPOLIS FAMILY CLINIC NETWORK

## Job Description

**Title:** Registered Nurse

**FLSA:** Non-exempt

**Originated:** 4/2007

**Department:** Medical Services

**Location:** Cassopolis/Niles

**Revised:** 8/2017, 8/2021

**Summary:** Evaluates care for specific patient populations using the nursing process of assessment, planning, implementation and evaluation. Actively participates as a member of the Patient Centered Medical Home Team.

### **Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains the standards of nursing care & implements the policies and procedures of the Clinic accordingly.
- Promotes and participates in Patient Centered Medical Home activities in order to achieve and maintain level 3 NCQA PCMH recognition.
- Directs, supervises and evaluates the nursing care provided to the patients.
- Assesses patient at each visit and documents pertinent information. Updates problem list as applicable.
- Reviews patient medications, updates medication list, and adds prescription information to the medication list.
- Assists with vital signs, interviewing patient and completing health history, documentation in patient record, prepare patient for examination and/or procedures, updating medication profiles.
- Accurately collects, processes and maintains medical record data in collaboration with the health care team to facilitate the availability of ongoing patient information in a timely manner.
- Performs EKG testing according to procedure.
- Actively participates in nursing care provided to the patients.
- May direct, supervise and evaluate the nursing care provided to the patient.
- Medication Administration including Oral, Sub Q, IM or IV
- Identifies patient/family learning needs and provides education with appropriate materials. Documents education in the progress notes. Is knowledgeable of available community resources.
- Assists with procedures and specimen collection. Reviews lab and other test results and contacts provider when applicable.
- May review no show charts and determines appropriate follow up.
- Responds to patient telephone messages and places it in the chart. Charts prescription refills in the chart or phones prescription into a pharmacy under the direction of the patient's provider and per protocol.
- Maintains a commitment to achievement of quality health care services by maintaining patient rights, safety, privacy, confidentiality and the customer relations philosophy.

- Maintains a commitment to growth and development by participation in mandatory annual in-services, certification and educational programs for improvement of self to maintain competency.
- Participates in the economical utilization of supplies, equipment and resources.
- Establishes and maintains open and positive communications with other health team members and other departments.
- Is oriented to and complies with all governmental rules and regulations regarding OSHA, CLIA, Blood borne Pathogens, etc. Complies with all safety rules and precautions recommended by the Medical Director.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- Graduate of a school of nursing and currently licensed as a Registered Nurse in the State of Michigan. Successful completion of the medication exam.

Experience:

- Completion of 4 to 12 weeks of orientation.

Interpersonal:

- Ability to demonstrate customer focused interpersonal skills in order to interact in an effective manner with patients and their families.
- Ability to collaborate with Clinic staff and providers as well as with other departments.
- Ability to use the nursing process of assessment, planning, implementation and evaluation.
- Ability to organize, prioritize and manage time.

Knowledge:

- Knowledge of organization policies, procedures, systems and objectives.
- Knowledge of governmental regulations and compliance requirements.
- Knowledge of computer systems and applications.

Certificate/License:

- Registered Nurse License
- BLS Certification

**Reporting Relationships:**

- Reports to Patient Care Manager

**Working Environment:**

- Physical: Works in a normal office environment where there are minimal physical discomforts due to temperature, noise, dust and the like.
- Must have manual dexterity for use of a computers keyboard and calculators. Ability to remain stationary for long periods of time. Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc. Requires sitting, walking, stooping, bending, ability to walk up stairs and lift 50 lbs. or more.
- Sitting required with standing and walking throughout period. Requires activities such as pushing, stooping, kneeling, talking and seeing.
- Some exposure to visual strain due to close inspection of forms, records and computer screens.
- Cognitive skills to analyze, calculate data, problem solve.
- Occasional exposure to communicable disease, unpleasant odors, noise due to clinic and/or data processing activities.
- Working under stress

- Must be in good physical and mental health.
- Job is subject to frequent interruptions and changes in priorities.

**Disclaimer:**

The above outlined specifications are not an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager within guidelines and compliance with Federal and State laws. This job description does not constitute a contract of employment and the Company may exercise its employment-at-will rights at any time.