

***Employment at Morrow County Health District***

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and upholding our True North Statement of “Welcoming our patients and providing exceptional care.”

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

**Title:** RN  **Dept:** Clinics

**Exempt/Non-Exempt:** Non - Exempt **Reports to:** IMC/BIC Clinic Director

**Pay Equity Group:** Non-Union  **Effective Date:** 1/17/2023

**General Position Summary:**

The Clinic RN assists in providing patient care and performs a variety of procedures and duties including but not limited to vital signs, EKG, point of care testing, administration of immunizations and medications. The RN will record and update information in patient’s electronic medical record and assist the provider with procedures and patient care. Ensures supplies are adequately stocked and outdates are pulled from supply areas. The RN will assist with day to day clerical duties and complete authorizations/referrals as requested by provider. The RN will work in the clinic setting within the RN scope of practice.

**Essential Functions:**

* Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
* Ushers patients to exam room, and prepares them to see the provider by obtaining and documenting symptoms & duration, allergy and medication information and updating in electronic health record.
* Obtains and documents patients’ vital signs including height, weight, temperature, blood pressure, pulse, respiration & pulse oximetry.
* Perform all treatments within the RN scope as ordered and document in the medical record
* Performs EKGs as requested.
* Perform EKGs, obtain collection of blood specimens and perform point of care testing.
* Complete detailed and accurate documentation in the patients’ EHR.
* Assist with front office duties such as scheduling appointments, prepare charts, answer phones, and scan and file patient paperwork.
* Maintains work operations by following policies and procedures.
* Follow all infection control precautions and wear proper PPE when required.
* Assists provider with examinations, procedures, and other processes related to direct patient care.
* Gathers and disposes of trash and waste materials, removes waste and soiled linens from work area and places them in specified bags or containers.
* Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follows infection control procedures.
* Assists with care and maintenance of department equipment and supplies.
* Ensures an adequate stock of supplies and medication, checks for proper functioning of equipment, and performs inventory and outdated medication checks under direction of Medical Assistants II or provider.
* Demonstrates knowledge and skills necessary to provide age appropriate care of patients ranging from newborn to geriatric.
* Participates in educational programs and in-service meetings.
* Obtains Authorizations for testing procedures and sets up referral appointments as necessary if Referral Authorization Specialist unavailable.
* Keeps provider on a timely schedule to minimize time patients spend in waiting room.
* Maintain strict patient confidentiality and follow all HIPAA regulations and privacy policies.
* Reviews electronic medical record for labs, prescription refills, etc.
* Calls patients with lab reports as requested by provider.
* Maintain strict patient confidentiality and follow all HIPAA regulations.

**Secondary Functions:**

* May Conducts vision and hearing tests, administer nebulizer treatments, and performs dressing changes.
* Administer injections and medications as directed by provider within the scope of licensure.
* Send information/records to specialists and other providers as directed.
* Participate in all required meetings and complete all assigned education by due date.
* Attends meetings as required.
* Does housekeeping as requested.
* Other job duties as assigned.

**Job Scope:**

**Supervisory Responsibility:**

The RN does not have any supervisory responsibility.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

Must have excellent nursing skills and will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital. The RN will be accountable for the delivery of coordinated, safe, compassionate, therapeutic, evidence-based quality care to patients and families, based on individual physical, emotional, and spiritual needs, and appropriate care strategies throughout the lifespan.

* Provides and gives cooperative and courteous service to patients, visitors, and fellow staff members in a timely manner.
* Maintains patient and clinic confidentiality, follows all HIPAA and other District policies.
* Performs other related duties as assigned or requested.
* Possess good interpersonal skills and the ability to communicate clearly orally and

 in writing; effectively relate to patients, visitors and other staff members.

* Demonstrate good assessment skills.
* Ability to work as an effective team member in a highly organized and efficient

manner.

* Ability to learn a variety of skills.
* Ability to prioritize duties.

**Specific Job Effort:**

* Sitting, walking, standing, bending, lifting and assisting with moving patients throughout the day.
* Ability to concentrate on detail with constant interruptions.

**Education, Experience and Certification/Licensure:**

1. Completion of a formal Licensed Practical Nurse Program education program
2. Current Oregon State RN License.
3. Current BLS Certificate

**Job Conditions:**

* Manual dexterity for manipulating tools, instruments, equipment on a regular basis.
* Subject to exposure to infectious substances and contagious diseases, blood, body fluids, odors, hazardous chemicals.
* Subject to hostile and emotionally upset patients and family members.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

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Signature of Employee Date