



JOB DESCRIPTION

Position:	RN Staff Nurse
Department:	Medical Support
Reports to:	Chief Clinical Services Officer
FLSA Status:	Non-Exempt
Grade:	RN

GENERAL PURPOSE:

The RN Staff Nurse provides medical support services to the providers in order to ensure a smooth flow of patients through the medical clinic.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Calls and escorts patients to exam area in a manner that promotes continual flow of patients
- 2) Obtains vital signs, height and weight and documents in the Electronic Health Record (EHR) per policy and procedure
- 3) Collects and processes laboratory specimens per policy and procedure
- 4) Administers immunizations and medications per protocol
- 5) Utilizes appropriate technique in giving injections
- 6) Follows infection control and universal precaution guidelines per Clinical Policy and Procedure
- 7) Assists with calls to pharmacies per the corporation's protocol
- 8) Records in EHR per the corporation's policy and procedure timely
- 9) Enters patient with designated problems and data into i2iTracks file per protocol
- 10) Administers medications per the corporation's protocol at provider request
- 11) Interprets PPD skin test results for medical assistants and documents in EHR
- 12) Cleans, autoclaves, and sterilizes instruments, equipment etc.,
- 13) Performs control tests of certain laboratory equipment
- 14) Prepares and stocks exam rooms
- 15) Maintains professional growth by attending all staff meetings and required in-services
- 16) Participates in Continuous Quality Improvement (CQI) and Quality Care activities
- 17) Treats all clients and staff with respect and courtesy
- 18) Utilizes effective means to resolve conflict
- 19) Triage patients
- 20) Calls in new prescriptions
- 21) Performs other duties and tasks as may be assigned by Supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strives to learn more and is receptive to new challenges and opportunities
- 4) Displays enthusiasm toward the work and the mission of Ampla Health
- 5) Treats all clients, staff and the community with respect and courtesy

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Valid California RN License issued by the Board of Registered Nurses required
- 2) Current CPR certification required
- 3) Effective communication skills. Adept at dealing with people in person or in telephone contacts
- 4) Neatness and accuracy in performing tasks
- 5) Ability to use discretion in situations dealing with confidential patient information
- 6) Effective time management skills
- 7) Familiarity with primary care outpatient clinic procedures (desirable)
- 8) One year acute care experience (desirable)
- 9) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols including Patient Centered Medical Home (PCMH)

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public
- 4) Utilizes effective verbal and written communication skills

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients in a generally comfortable office environment. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Able to work on feet the majority of the day without tiring
- 3) Must be able to hear and communicate with clients and staff on the telephone and those who are served in person, and speak clearly in order to communicate information to clients and staff
- 4) Must have manual dexterity adequate to read increments on tuberculin syringe accurately
- 5) Must have high manual dexterity and tactile sensation on fingertips
- 6) Routinely exposed to blood borne pathogens
- 7) May be subjected to verbally and/or physically abusive patients
- 8) Must have vision which is adequate to read memos, computer screens, registration forms and other clinic documents

- 9) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn
- 10) May be exposed to contagious/infectious diseases
- 11) This position has exposure to Aerosol Transmitted Diseases and Blood Borne Pathogens (BBP)

EMPLOYEE'S NAME (PRINT)

EMPLOYEE'S SIGNATURE

DATE