

GREENSBURG FAMILY PRACTICE AND HAVILAND CLINIC

JOB DESCRIPTION

POSITION Clinic Nurse – Full time 32 – 40 hours/week

SUMMARY Perform clinic nurse duties and responsibilities as assigned by the clinic manager, Chief of Staff and /or Hospital Administrator

EDUCATION High School Diploma or equivalent and licensure as an RN or LPN in the State of Kansas

EXPERIENCE REQUIRED Previous clinic experience preferred, but not necessary.

ESSENTIAL RESPONSIBILITIES

1. Take phone messages from patients, evaluate, return calls and communicate with the provider on the situation, when necessary.
2. Check refrigerator temperature and record on QA sheet.
3. Check charts for next clinic day, verify if all information is complete for the patients appointment. Including medication requests, lab orders/results and x-ray orders/results.
4. Check exam rooms weekly. Place Materials Management order on Thursday then submit to proper department for fulfillment.
5. Monthly check of dates on sample drugs and drugs used in the clinic for patients. Record any outdated drugs on drug check sheet. Outdated drugs must be given to the office manager to communicate with DON on potential reimbursement and reorder.
6. Weekly checks on stocked drugs. Record amount in stock and amount needing to be ordered.
7. Patient care: Take patient to exam room. Obtain all vital information, including: weight, height, vitals of blood pressure, pulse, respiratory, oxygen saturation and BMI. Do chief complaint and number each one. Go over medication list and update accordingly.
8. Children of 20 years and younger need height and weight and record on growth chart with BP for ages 3 and up.
9. Children under 2 years, record head circumference.
10. Notify provider of patient's arrival after obtaining vitals and chief complaint information.
11. Assist provider with procedures, as requested by provider.
12. Prepare exam rooms for patient's procedures.
13. Ear irrigations
14. Dressing's changes, per a provider order, or communicate with the DON to set up treatment room for serious dressing changes.
15. Perform injections per provider's orders and document information in chart.
16. Prepare super bill accordingly.
17. Fax or call in any new prescriptions the provider has issued for the patient. Document in the chart on the medication sheet.
18. For all new patients: Allergies such as drug or food need to be documented in the chart.
19. For a new patient: Request for previous medical record, if time permits.

20. For an existing patient: Request information from specialty clinic or hospital, when necessary, if time permits.
21. As outside records are received, they need to be reviewed by the clinic nurse and then forwarded to the provider for any issues that need to be addressed.
22. Assist with teaching (patient) on lab and x-ray procedure, such as fasting vs. non fasting.
23. Teaching procedures with lactometer elite for blood glucose and checking finger stick blood sugars as needed. Document procedure and results in the patients chart.
24. Obtaining urine samples from the patients as ordered and record information in the patients chart.
25. Perform primary culturing for transmittal to a certified laboratory and specimens that are ordered by the provider and document in the patients chart; get a permit signed.
26. Must be able to: Perform finger stick Hemoglobin and Hematocrit on patient as ordered by provider and document in the patients chart.
27. Refer any patient that calls or walks into the clinic to KCMH Emergency Room, if they have taken a medication overdose or ingested a toxic substance. Consult provider and follow provider's orders.
28. Report by phone within 24 hours to local health office of any epidemic outbreaks.
29. At day end: Plug in vitals machines to recharge the battery. Wipe down exam rooms with antibacterial wipes.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports to Clinic Manager and Chief of Medical Staff and/or Hospital Administrator

PHYSICAL REQUIREMENTS

- Requires extended periods of time standing
- Moderate physical activity. Requires occasional handling and maneuvering of person in excess of 100 pounds.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Requires reaching by extending hand (s) or arm (s) in any direction. Finger dexterity required to manipulate objects with fingers rather than with whole hand (s) or arm (s).
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to move about.
- Communication: Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MACHINES TO BE USED Includes, but not limited to, BP machine, digital thermometer, ear wash system, microscope, dremel tool, defibrillator, hematocrit machine, standard office machines, glucometer, and oximeter

ENVIRONMENTAL Indoor, general hospital environment

SPECIAL SKILLS Must be professional and courteous at all times; must be able to handle and prioritize tasks; effectively utilize time, showing self confidence, and exhibit enthusiasm for work use. Work well without direct supervision.

TRAINING AFTER HIRE Training programs that apply to position or enhance job performance will be required. Hospital wide inservice attendance will be required.

SPECIAL LICENSES REQUIRED Licensure as RN in the State of Kansas. CPR certified.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital operated under lease by Great Plains of Kiowa County, Inc. (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date