

GREENSBURG FAMILY PRACTICE

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 CEO. Supervising physician will mentor and provide guidance on all duties.

EDUCATION

- Graduate of an accredited school of nursing
- Current Kansas License to practice professional nursing.
- Basic Life Support (BLS) certification – required before hire.

EXPERIENCE REQUIRED Experience is not required, but preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Use common sense and special medical skills to care for the sick or handicapped.
- Understand technical information from supervisors, charts, reference books, manuals, and labels.
- Use your eyes, hands and fingers with skill.
- Work fast in an emergency.
- Communicate with people when they are sick, disabled, or nervous.
- Change from one duty to another frequently.
- Follow instructions exactly.
- Record information exactly
- Possess thorough knowledge of nursing principles as well as hospital types of policies and procedures.
- Demonstrates ability to provide quality patient care.
- Communicates and works effectively with people.
- Possess the ability to assess patient's needs, clinical, teaching, mental and spiritual.

MAJOR DUTIES AND RESPONSIBILITIES

- Take phone messages from patients, evaluate, return calls and communicate with the provider in the situation, when necessary.
- After consulting with the provider, and upon their request, call patients with test results and follow-up if needed.
- Check refrigerator temperature and record on QA sheet.
- Check exam rooms daily. Restock as needed using the exam room check-off list. Place Materials Management order on Thursday then submit it to Medical Records Clerk.
- Monthly check of dates on sample drugs and drugs used in the clinic for patients. Record any outdated drugs on drug check sheet. Contact the pharmacy for disposal of all outdated drugs. Reorder drugs as needed.
- Weekly checks on stocked drugs. Record amount in stock and reorder as needed.
- 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.

- Phones/Triage – Phone calls from pharmacies, hospitals, other clinics, and patients and follow-up with call.
- Children of 20 years and younger need height and weight and record on growth chart with BP for ages 3 and up.
- Children under 2 years, record head circumference.
- Notify provider of patient's arrival after obtaining vitals and chief complaint information.
- Assist provider with procedures, as requested by provider.
- Prepare exam rooms for patient's procedures.
- Ear irrigations
- Dressing changes, per a provider order, or communicate with the DON to set up treatment room for serious dressing changes.
- Perform injections per provider's orders and document information in chart.
- Fax or call, if the provider is unable to send electronically, any new prescriptions the provider has issued for the patient. Document in the chart on the medication sheet.
- For all new patients: Document all Allergies such as drug or food in the chart.
- For a new patient: Request for previous medical record, if time permits.
- For an existing patient: Request information from a specialty clinic or hospital, when necessary, if time permits.
- Review outside records and then forward them to the provider for any issues that need addressed.
- Assist with teaching (patient) in lab and x-ray procedure, such as fasting vs. non-fasting.
- Teaching procedures with lactometer elite for blood glucose and checking finger stick blood sugars as needed. Document procedure and results in the patient's chart.
- Obtaining urine samples from the patients as ordered and recording information in the patients' chart.
- Perform primary culturing for transmittal to a certified laboratory and specimens ordered by the provider and document in the patient's chart; get a permit signed.
- Record all pathology specimens on pathology form and check daily in KPC portal for completed reports and chart results.
- Must be able to perform finger stick Hemoglobin and Hematocrit on patient as ordered by provider and document in the patient's chart.
- 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.
- Report by phone within 24 hours to the local health office of any epidemic outbreaks.
- 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, Chief of Medical Staff, and/or hospital CEO.

ENVIRONMENTAL Indoor, general hospital environment

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

PHYSICAL REQUIREMENTS

- Requires extended periods of time standing
- Moderate physical activity. Requires occasional handling and maneuvering of a person more than 100 pounds.
- Work environment involves exposure to potentially dangerous materials and situations that require 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 is 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.

TRAINING AFTER HIRE Training programs that apply to positions or enhance job performance will be required. Hospital-wide in-service attendance will be required.

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

I understand that Kiowa County Memorial Hospital (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 a pre-employment physical and KDHE background check.

Employee Print

Employee Signature *Date*