

POSITION DESCRIPTION:

REGISTERED NURSE

GENERAL PURPOSE

The duty of the Registered Nurse is to promote health, prevent disease and help patients cope with illness. The Registered Nurse is an advocate and health educator for patients, families and the community. When providing direct patient care, the Registered Nurse observes, assesses and records symptoms, reactions and progress in the patients; assists physicians during surgeries, treatments and examinations, and administers medication. The Registered Nurse may also develop and manage nursing care plans, instruct patients and their families toward proper care and help individuals/groups to take steps to improve or maintain their health. While state laws govern the tasks that Registered Nurses may perform it is usually the work setting that determines their daily job duties.

SUPERVISION RECEIVED

Works under the general direction of the Medical Clinic Manager

SUPERVISION EXERCISED

Triage

Medical Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform office-based nursing procedures: *(including but not limited to)*.
 - Injections of medications/vaccines, nurse triage.
 - Phlebotomy skills in the outpatient setting for both adults & children.
 - IV procedures, wound care, suture removal (with appropriate timing and appropriate healing).
- Comfort with assisting physician during outpatient medical and surgical procedures: *(including but not limited to)*.
 - Laceration repair.
 - Minor office surgery.
 - EKG.
 - Emergency stabilization and management of acute illness.
- Communicate with patients on a variety of issues including, but not limited to: patient education after visits, telephone follow-up and conducting referrals
- Organize administrative duties including, but not limited to: organizing referrals and fielding medication refill requests from pharmacies and patients.
- Use independent problem-solving skills with appropriate nursing advice for patients when the physician is not on the site.
- Supervise Triage and Medical Assistant staff members ensuring a continuum of quality care to patients.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- A Bachelors Degree in Nursing is required
- Must be licensed by the Arizona State Board of Nursing; Current certification to be maintained throughout employment.

- Must have two (2) years of direct patient care experience.
- Experience working in an outpatient setting – Family Medicine preferred (dealing with both adults & children).
- Must have evidence of continuing education to maintain any required Certification/License and update knowledge and skills
- Valid Arizona Driver’s License is preferred but not required.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date