

REPORTS TO:	Clinic Manager
REVISED:	04/2014, 05/2018, 09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for Advancing Exceptional Care by providing, delegating and coordinating nursing care with other health care providers to meet holistic needs of patients in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center.

QUALIFICATIONS:

Education and/or Experience

- Graduate from an approved school/college of nursing
- One (1) year experience in rural health nursing preferred

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse in the State of Iowa or compact state
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

	Essential Job Duties and Responsibilities
1.	<p>Performs admission and assessment activities for each patient prior to being seen by the clinic provider according to the reason for the visit.</p> <ul style="list-style-type: none"> • Performs admission intake, including chief complaint, complete set of vitals, present and interim history. • Documents allergies and type of reaction. • Involves patient, pharmacy and other resources to obtain accurate medication reconciliation. • Conducts applicable assessments effectively. (age appropriate) • Recognizes any deviation from normal and reports to the Provider. • Maintains patient flow from waiting area to exam rooms and keeps patients informed of unexpected waits.
2.	<p>Assists provider during clinic in accordance with RN scope of practice. This includes, but not limited to:</p> <ul style="list-style-type: none"> • Collects and prepares specimens for lab tests.

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Handles instruments. • Preps patients for procedures. • Prepares patient information for clinic chart. • Performs treatments, including childhood/adult immunizations. • Provides patient teaching as needed during clinic visit including family or significant other as indicated (preps of diagnostic testing, etc.) • EKG proficiency is at a high level. • Data Entry into CPSI per provider orders. • Port Access.
3.	<p>Performs emergency treatment as required in accordance with RN scope of practice.</p> <ul style="list-style-type: none"> • Initiates or assists in-patient care in an effective and responsive manner as each situation requires. • Triage each emergency situation appropriately and involves other resources as appropriate.
4.	<p>Demonstrates professional behaviors to patient's providers and other staff members.</p> <ul style="list-style-type: none"> • Demonstrates ability to remain calm in emergent and stressful situations. • Works well as a team member. • Willingly accepts responsibilities and cooperates with implementation of change.
5.	<p>Communicates effectively.</p> <ul style="list-style-type: none"> • Calls patients with reports in a timely manner and explains the results to patients as directed by provider. • Communicates and collaborates effectively with other health team members regarding patient situations, satisfaction needs, and recommendations for meeting identified outcomes. • Identifies and recognizes abnormal symptoms/changes in patient condition and appropriately reports condition to medical provider. • Triage incoming calls from patients and obtains a full report for the provider.
6.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • Administers medications, treatments and procedures in a timely and safe manner according to physician orders and nursing policy.

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit. • Informs and involves Clinic Nurse Coordinator and/or Clinic Director regarding patient care issues in a timely and appropriate manner. <p>Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.</p>
7.	<p>Participates in Patient Centered Medical Home Practice Guidelines.</p> <ul style="list-style-type: none"> • Ensures multi-disciplinary, team approach in caring for patients and families. <p>Utilizes practice guidelines to improve patient outcomes.</p>
8.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles. <p>Completes tasks as outlined on Department Huddle Board.</p>
9.	<p>Performs other duties as assigned.</p>

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	20 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell		X		

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
	Not Applicable	No	Yes
Color Discrimination		X	
	Not Applicable	Accurate	Minimal
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>		Not Anticipated		Reasonably Anticipated
Bloodborne Pathogens				X
Chemical				X
Airborne Communicable Disease				X
Extreme Temperatures		X		
Radiation				X
Uneven Surfaces or Elevations		X		
Extreme Noise Levels				X
Dust/Particulate Matter				X
Other (List)				
Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours				X
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____