**UPPER GREAT LAKES FAMILY HEALTH CENTER**

JOB DESCRIPTION

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| **Job Title:** | Clinic RN | **FLSA**  **Status:** | Non-exempt |
| **Effective Date:** |  | **Supervised By:** |  |
| **Revised Date:** |  | **Approved By:** | HR |

**SCOPE OF PRACTICE**

A Registered Professional Nurse (RN) is an individual (1) who is licensed to engage in the practice of nursing and (2) whose scope of practice includes the teaching, direction, and supervision of less skilled people who perform clinical activities. An RN may perform under the supervision of a physician or a dentist. A physician may delegate in writing to an RN the ordering, receipt, and dispensing of medications other than certain controlled substances.

**BASIC FUNCTION**

The Clinic RN provides daily clinical support for medical providers with primary responsibility for patient care-related tasks.

**PRIMARY RESPONSIBILITIES AND DUTIES**

1. Works to improve the patient experience and increase provider productivity.
   1. Ensures smooth and timely patient flow.
   2. Communicates schedule delays to patients.
   3. Triages scheduled patients, patient walk-ins, and patient phone calls.
   4. Monitors supply inventories, assists with supply ordering, and ensures exam are appropriately stocked.
   5. Sterilizes medical equipment and disinfects exam rooms and other clinical areas.
   6. Assists with administrative patient care tasks, such as prior authorizations, completing referrals, scheduling appointments, and maintaining records and reports.
   7. Actively participates in clinical policy, procedure, and process reviews, offering suggestions to improvements when appropriate.
   8. Leads risk management and process improvement activities within the organization.
   9. Serves as a liaison for patients participating in TeleHealth services.
2. Provides nursing care within the scope of licensing.
   1. Assesses patients using the nursing process to include (assessment, diagnosis, planning, implementation, and evaluation).
   2. Completes medical history, properly documents patient encounter, and attends to other required patient visit items.
   3. Collects and records patient vitals, symptoms, problems, pain, and other patient screening questions.
   4. Ensures treatments and medications are administered and documented accurately.
   5. Provides education to patients and/or family members.
   6. Prepares equipment and assists provider during patient examinations, treatments, procedures, and testing.
   7. Performs nursing procedures, administers immunizations and medications. Performs EKGs, phlebotomy, CLIA tests, and collects basic lab specimens.
   8. Manages vaccine programs in compliance with CDC, HRSA, Local health department, and other regulatory agencies.
   9. Understands the telehealth model and uses devices to allow remote health access.
   10. Uses clinical judgement to execute standing orders, consult with provider, when needed.
   11. Understands the role and functions of team-based care and refers patients as necessary.
   12. Interprets patient self-reporting, lab reports, radiology reports, and other clinical data, intervening when appropriate.
   13. Updates provider(s) on patient status or changes in condition.
3. Manages an assigned registry of patients to support preventive health goals and patient outcomes.
   1. Abstracts and analyzes data from EHR to identify trends and address identified issues.
   2. Has a knowledge of panel management and preventive health initiatives.
   3. Has a knowledge of Patient Centered Medical Home, and National Committee for Quality Assurance programs.
4. Provides support and guidance to clinical staff.
   1. Leads huddles and other team meetings.
   2. Participates in nursing peer review.
   3. Trains other staff and orients new employees.
   4. Mentors employees and serves as a positive role model.
   5. Leads and coordinates clinic care team to achieve established quality goals.
   6. Assigns and delegates tasks to clinical staff.
   7. Performs other assigned job duties and special projects.

1. Engages in group discussion huddles, team meetings, and nursing peer review as appropriate:
   1. Provides feedback and input during discussions concerning meeting topics.
   2. Establishes action items based on discussions as necessary.
   3. Completes action item(s) follow up as necessary.
   4. Demonstrates professionalism during discussions.

**GENERAL PROFESSIONAL DEVELOPMENT**

1. Organization: Displays advanced organizational skills when participating in projects or supervising the work of others.
2. Problem Solving: Selects from established alternatives and modifies approaches in response to difficult situations.
3. Analysis: Uses inference and logic to draw conclusions and communicates opinions effectively.
4. Problem Resolution: Exercises tact and diplomacy in the resolution of conflicts or disagreements.
5. Communication: Provides or exchanges routine information in a professional manner.

**PROFESSIONAL/TECHNICAL KNOWLEDGE, SKILLS & ABILITIES**

1. Possesses the equivalent of formal training in nursing, generally obtained in the form of an associate degree.
2. Maintains a current knowledge of nursing, typically acquired through continuing education.

**LICENSES & CERTIFICATIONS**

1. Current unrestricted Michigan RN license.
2. BLS Certification

**TECHNICAL SKILLS**

1. Prepares basic correspondence and simple reports using Microsoft Office Suite.
2. Demonstrates proficiency with all electronic clinical systems, in use at the health center, including EHR and scheduling systems.

**COMMUNICATION SKILLS**

1. Communicates complex concepts in a clear effective manner for a general audience.
2. Possesses excellent culturally competent communication skills.

**WoRKING CONDITIONS**:

1. Work is performed in a clinic environment.
2. This is a non-exempt position, working beyond 40 hours in a week may be assigned based on organizational needs.
3. Requires regular sitting, standing, walking, and lifting up to 25 pounds.
4. Occasional travel between clinic locations.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.**

Employee: Date: