

POSITION DESCRIPTION
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE	OFFICE NURSE (CLINIC FLOAT POSITION)
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JOB CODE	0495
DEPARTMENT	PPN – CLINICS
FLSA (Exempt/Non-Exempt)	NON-EXEMPT
DEPARTMENT DIRECTOR SIGNATURE	
ADMINISTRATIVE V.P. SIGNATURE	
V. P. HUMAN RESOURCES SIGNATURE	
EFFECTIVE DATE	12/27/11
REVISION DATE	

DESCRIPTION SUMMARY: Performs nursing duties as they pertain to office nursing. Performs routine medical procedures and tests in conjunction with patient visits and assists the Physician/Physician Assistant as necessary, including documentation and equipment care. This position will float to the different clinics as needed.

EDUCATION, CREDENTIALS AND TRAINING:

Required: Must be a graduate of an accredited school of nursing. Must hold a current and valid North Carolina (or compact state) license as either a RN or LPN and will be required to obtain BLS certification at first opportunity post-hire. Required to demonstrate competency in the performance of duties specific to infant, pediatric, adult, and geriatric patients.

Preferred: ACLS certification.

EXPERIENCE: One year of experience in an office setting preferred, basic clerical skills required. Should be proficient in clinic practice within one month of employment.

OTHER: Must have a valid driver's license and driving record with nothing more serious than minor violations. Writes clearly and legibly. Ability for oral and audible communication. Manual dexterity to handle equipment and collect specimens and be able to see and read test instruments and results. Must be able to physically assist patients in standing, sitting, or moving. Knowledge of medical terminology and ability to use computer terminals to communicate information.

ORGANIZATIONAL RELATIONSHIPS:

Supervises: None

Reports To: Medical Office Manager

COMMUNICATIONS: Frequent communication with clinic staff, hospital staff, patients and visitors. Requires well-developed communication skills, tact and discretion in order to obtain cooperation and understanding.

WORKING HOURS AND OVERTIME STATUS: Required to work the established hours of the clinic. Will assist with all patients and complete all required patient documentation and activities before leaving premises. Will assist in Public Relations/health fair activities as required. Classified as non-exempt for purposes of overtime.

DRESS POLICY: Appearance and dress shall be compliance with Hospital Nursing Department dress code.

WORKING ENVIRONMENT: Works in light and temperature controlled environment. Occasionally has some exposure to chemicals and fumes. Routinely handles sharps and electrical machinery.

EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. **It is the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.**

Category 1 includes employees who are routinely exposed to blood borne pathogens

Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category 1 (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. *See list of hazardous drugs in Oncology Policies, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department's responsibility to train in safe handling and disposal. It is the employee's responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to hazardous drugs.

Category 2 includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category 2 (1, 2, or 3).

WORK AIDS: IVAC/glass thermometer, sphygmomanometer, stethoscope, weight scales, ACCU-CHEK blood glucose monitor, testpack Strep A, testpack HCG urine, centrifuge, autoclave, O2 canister, otoscope, Morgan lens, Ambu bags (adult and child) urinary catheters, abbocaths, IV fluids and tubing, tubex, Grafco eye chart, suture removal tray, skin staple remover, emergency cart and drug box, computer and printer, EKG machine, pulse oximeter. Reference manuals and materials. This list is not all-inclusive.

B. Key Performance Outcomes

Administers medications in accordance with practitioners' orders, and established policies, procedures and techniques with no noted exceptions.

Performs clinical and technical treatments and procedures in accordance with established policy and procedure, with no more than 1 noted exception, and no exceptions resulting in the need for medical intervention.

Effectively applies and documents the triage, nursing care and education process from admission through discharge, as evidenced in 9 of 10 random audits, and no more than 1-2 otherwise noted exceptions per year.

Follows established procedures for the procurement, receipt, verification and storage of supplies, medications and pharmaceuticals, ensuring that established par levels are maintained, out-of-date items are purged, items are routinely rotated, and special orders are sent out promptly, as evidenced in 9 of 10 random audits, and no more than 1 otherwise noted exception per year.

JOB ACCOUNTABILITIES

1. Performs initial triage assessment of patient and prepares patient for examination/treatment.

-Triage patient

-Obtains patient history and chief complaint

-Escorts patient to exam room, and prepares patient for exam

- a. Appropriately prioritizes order that patient is seen based on triage data in accordance with established protocol.
- b. Initiates admission chief complaint assessment documentation and takes vital signs in order of acuity, and initiates database per policy.
- c. Assists patients with preparation procedures to the extent needed or requested, ensuring that patient's dignity and privacy are respected at all times.

2. Obtains lab specimens, gives injections, and performs routine medical tests.

- a. Ensures the proper identification of patient prior to performing any care.
- b. Selects and applies appropriate procedures, techniques, equipment and communications based on the age and developmental status of the patient.
- c. Accurately implements clinical and technical aspects of nursing care in accordance with prescribed policies, procedures and techniques.
- d. Accurately prepares and administers medications in accordance with policy, procedure and technique.
- e. Follows established procedures when conducting routine medical tests, so that results are not compromised.
- f. Accurately follows instructions and/or carries out established procedures or protocols, when assisting practitioner with treatments and examinations.

- g. Intervenes with appropriate procedure, technique and safety precautions as warranted by condition of patient.
- h. Promptly and appropriately responds in accordance with instructions or established protocol in emergency or STAT situations.
- i. Complies with, and properly applies, established policies and procedures relating to safety of self, patient and others.

3. Provides patient education.

- a. Provides and documents pertinent information, education and instruction to patients and/or their families regarding patient's condition, limitations and course of care, with the knowledge and oversight of the practitioner.

4. Sets up room and equipment for procedures, and operates and maintains equipment.

- a. Sets up, operates and maintains assigned equipment in accordance with specifications or procedure, so that no injuries, damage or undue wear and tear occur due to failure to comply.
- b. Utilizes supplies and equipment in an economical and efficient manner, so that waste is avoided.
- c. Routinely checks equipment for proper operation, and immediately removes malfunctioning equipment from patient use, and reports to appropriate person, when found.
- d. Sets up for procedures quickly and without assistance.

5. Documents nursing observations, assessments, medications, treatments and other care given.

- a. Required documentation is accurate, complete, timely, legible, properly edited and reflects proper use of terminology.
- b. Ensures that any necessary information and releases are obtained in accordance with procedure and time frames.

6. Sterilizes medical equipment and performs light housekeeping chores.

- a. Follows established procedures for the handling, sterilizing and storing of instruments and equipment, so that quality standards are met, and so that no damage occurs.
- b. Maintains assigned areas in a clean and orderly condition as assigned, and as time is available.

7. Maintains inventory of supplies, medications and pharmaceuticals and places special orders.

- Maintains adequate inventory of medication supplies
- Maintains adequate inventory of medical supplies
- Places pharmacy order

- a. Maintains par levels of designated supplies, medications and pharmaceuticals on hand, reordering as necessary, to ensure that delays or omissions in care do not occur due to depletion.
- b. Follows established procedures for the ordering, receipt and storage of supplies, medications and pharmaceuticals, ensuring that items received match purchase orders and are accurate in quantity.
- c. Investigates and effectively resolves any problems with delays, discrepancies or quality of items ordered or associated invoices/paperwork, as they occur.

8. Maintains skill competence, and assumes responsibility for professional development and on-going education.

- a. Remains capable of communicating and demonstrating all skills required for the position.
- b. Attends at least 80% of scheduled staff meetings, and maintains 3 hours per quarter of continuing education.

9. Participates in quality assurance and quality improvement activities.

- a. Effectively performs data collection, analysis and idea generation pertinent to the quality assurance and quality improvement programs, on an on-going basis, without prompting.

10. Performs miscellaneous duties, as needed.

- Makes referral appointments
- Calls in prescriptions per PA/FNP/MD orders
- Files patient information in medical record
- Prepares and/or delivers laboratory specimens, requisitions, and chart to Hospital or physician's office
- Receives telephone calls, answering inquiries, and/or refers questions to appropriate staff members
- Performs other related duties as assigned or requested by the PA/FNP/MD or Executive Director

- a. Accomplishes routine and non-routine miscellaneous assignments in accordance with procedure and instructions, and time frames.