



## Community Registered Nurse

Title: Community Registered Nurse (RN)

Reports to: Chief Operating Officer

### **Summary Job Description:**

### **Essential Responsibilities:**

- **Leadership:** Uses problem solving skills to identify and work through issues. Facilitates quality of patient care. Identifies or responds to ethical issues and consults the Ethics Committee for help, if needed. Serves as an advocate for the patient. Serves as liaison for various clinical functions such as Clinical Practice, Occupational Health, etc. Able to think creatively about meeting the needs of the homeless patient and act on those needs.
- **Delegation, Coordination, Customer Service:** Identifies customer service needs and facilitates appropriate interventions. Knows own licensure renewal dates and renews as appropriate. If appropriate to role within the practice, knows licensure renewal dates of other nurses and follows up to ensure renewal completion. Maintains all appropriate licensure. Delegates or assigns patient care to appropriate health care team members commensurate with their validated competency to perform the task, evaluates outcomes. Supervises, teaches clinical team, and provides feedback, as needed. Assists in orientation of new staff and serves as a resource person and professional role model, within scope of practice. Assist Practice Manager, Clinical Supervisor, and Medical Director with assuring competencies of clinical staff.
- **Patient Care:** Provides age-specific patient care by assessing, implementing, evaluating, and documenting the individual patient needs, actions taken and the patient responses relative to nursing care. Accepts direction from provider. Reviews orders for clarity and appropriateness. Gathers information, reviews past allergic reactions. Administers medications and treatments within scope of practice, uses approved policies/procedures/protocols. Displays critical thinking skills to determine appropriate care. Shares patient information with provider to facilitates care evaluations and updates data in the medical record. Considers patient/family cultural differences and incorporates into patient care. Identifies patient learning needs, incorporates into care by providing education and counsel to patients, and documents patient understanding. Knowledgeable for growth and development of individual's life

stages. Helps to facilitate care provided is consistent with policies, procedures and telephone triage protocols, in cooperation with the physician. Able to function in emergency situations and facilitates the care provided for all patients. Makes patient referrals as directed by the provider, and as appropriate, to resolve identified problems or reach established patient goals. The role involves working in a team based patient centered environment.

- **Clinical Lab Duties (where applicable): Specimen collection and Testing Analysis:** Performs venipuncture, skin puncture and lab procedures with attention to accuracy by checking patient ID and DOB. The employee understands and follows HIPAA guidelines and ensures the confidentiality of patient results. **Reporting results:** Ensures all test results, in-house and referred, are reported to the provider by checking a manifest or providing oversight of pending labs. The employee documents or assists in documentation or corrective action needed for Quality Assessment, Proficiency Testing and Quality Control. **Documentation:** Ensures all routine, daily, monthly, and annual maintenance and QC are performed, documented and kept for appropriate number of years. Able to perform CLIA waived tests.
- **Teamwork and Communication:** Work within a team to achieve patient and team goals. Share and initiate regular and professional communication with co-workers. Facilitate and participate in regular staff meetings. Utilizes data received from patient satisfaction and practice performance results to identify opportunities to improve and participates in the planning and improvement process. Participation/involvement in Quality Improvement activities.

**Qualifications:**

- High School Diploma
- Graduate of accredited Registered Nurse program
- 3-5 years of experience in a physician practice environment
- Current RN license in appropriate state
- CPR Certified
- Experience with care of the homeless

Signature: \_\_\_\_\_ Date: \_\_\_\_\_