

## Job Description



**JOB TITLE:** Registered Nurse

**DEPARTMENT:** Clinical

**STATUS:** Non-exempt

**REPORTS TO:** Nursing Supervisor

### POSITION SUMMARY

The Registered Nurse functions under the supervision and guidance of the Nursing Supervisor or Physician and participates in the multi-disciplinary process of providing care and treatment to patients and provides clinical support and technical assistance to the professional medical and other staff. The RN is responsible for functioning within the scope of practice dictated by the authority of the Louisiana State Board of Practical Nurse Examiners. At all times, this position maintains the strictest confidentiality and follows the HIPAA rules and regulations.

A review of this description has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

### RESPONSIBILITIES

- Effectively uses the Nursing Process in the delivery of patient care through data gathering, planning and evaluation
- Provides care based on physical, psycho/social, educational, safety and related criteria, appropriate to the ages of patients served
- Communicates effectively and professionally with all patients, guests, family members and co-workers to ensure a quality patient experience
- Adapts to rapid change in a positive manner throughout the day as needs of the unit / department change
- Assesses the health status of patients and collaborates with the nursing staff and physician to establish care procedures
- Administers treatments in accordance with policies and procedures
- Sets up the procedure room with supplies including gloves, trays, and drugs based upon the physician's orders
- Assists providers during procedures; removing staples, sutures and performing dressing changes
- Medication administration for oral, intramuscular, subcutaneous, or intradermal as ordered by clinician
- Educating patients and their caregivers regarding specific care as instructed by the physician
- Communicates with patients' to answer medical questions; fields telephone calls and responds accordingly
- Handle in prescriptions/refills under the direction of the provider
- Triage medical calls, consult with the provider and give advice per physician as necessary
- Complete Prior Authorization requests, documents and forms as needed for patient care
- Communicates pertinent information regarding patient condition to other members of the health care team
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors
- Inspecting exam rooms for cleanliness and equipment condition; stocking and maintaining rooms and nurses stations with adequate supplies
- Participates in staff development, continuing education programs, and mandatory meetings
- Provides leadership by supervising and working cooperatively with ancillary nursing staff and other patient

team personnel

- Works collaboratively with all other departments to ensure a positive patient experience
- Other duties, as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to assess, plan, implement and evaluate nursing care according to individual needs
- Must demonstrate an understanding of clinical risk, consistent professional conduct, and meticulous attention to detail
- Excellent verbal and written communication skills as well as excellent interpersonal skills with patients, staff, and other health care professionals
- Knowledge of medical chart reporting/records, medical terminology, and insurance practices
- Excellent computer skills including Excel, Word, and Internet use
- Ability to work effectively as a team member with physicians and other staff
- Ability to react calmly and effectively in emergency situations as well as flexibly respond to changing demands

### **EDUCATION/EXPERIENCE REQUIRED**

- Complies with state and federal laws
- Current certificate or unencumbered license
- BLS certification preferred
- Prior experience with EHR required
- Minimum one year of prior RN experience in a clinic office setting required