



JOB DESCRIPTION

JOB TITLE: Registered Nurse
PAY GRADE: 11
EXEMPTION STATUS: X Exempt Non-Exempt
REVISED DATE: October 2008

SUMMARY: Under physician supervision, the Registered Nurse is responsible for providing professional nursing care for clinic patients following established standards and practices. Assists physicians and staff in coordinating patient care. Functions as primary liaison between patients, staff, and physicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides general nursing care to patients. Administers prescribed medications, intravenous solutions, and treatments in accordance with nursing standards.
2. Maintains exam rooms for necessary supplies and materials. Ensures cleanliness.
3. Prepares list of medical supplies needed.
4. Prepares equipment and aids physician during treatment, examination, and testing of patients.
5. Observes, records, and reports patient's condition and reaction to drugs and treatments to physician. Dispenses medication as directed.
6. Educates patient/family about diagnostic procedures, medication, nutrition, and maintenance of health and wellness.
7. Ensures appointment preferences are given to patients in emergency situations.
8. Greets patients and prepares them for physician examination. Screens patient for appropriate information and instructs patients in collection of samples and tests.
9. Maintains and reviews patient records, charts, and other pertinent information. Post test and examination results.
10. Triage, prioritizes, responds, and refers incoming patient phone calls.
11. May be responsible for the ordering, control, and distribution of medical drugs and supplies.
12. Adheres to the rules and regulations as set forth by the Board of Nursing in the State of Tennessee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associate's and/or Bachelor's degree from a school of nursing and current license as a Registered Nurse in the State of Tennessee required. Two years experience working as a registered nurse preferred.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to perform medication computations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

OTHER SKILLS AND ABILITIES: Knowledge of the information and techniques needed to diagnose and treat injuries, diseases and deformities, including treatment alternatives, drug properties and interactions, and preventive healthcare measures. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients and other third parties. Ability to operate computer, keyboard and printer. Ability to concentrate on the situation at hand and listen effectively. Ability to organize tasks, work as a team member and independently using sound nursing skills with a variety of professional disciplines. Knowledge of ICD-9 and CPT coding. Knowledge of health insurance procedures to obtain pre-authorizations and/or referrals. Convey a professional and positive image and attitude.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Exposure to communicable disease, blood, body fluids, hazardous chemicals, radiation, and sharp instruments. Exposure to injury from patients or equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time, walk and use hands and fingers to handle or feel objects, tools, or other controls and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance, bend, stoop, kneel, crouch, and/or crawl.

The employee occasionally must lift, carry and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Stress level may be high due to frequently dealing with life and death situations, physicians, families, and other healthcare providers. Demands high levels of concentration and the ability to work in emotionally charged situations.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date