



JOB DESCRIPTION

JOB TITLE: LICENSED PRACTICAL NURSE/REGISTERED NURSE (Dunlap)

JOB CLASS: Exempt

JOB RESPONSIBILITIES:

The Nurse performs professional nursing functions to assess the severity of the patient's health concerns using protocols and algorithms in a manner that provides patient dispositions to emergency care, clinic provider appointments, or triage nurse clinic services within the scope of the licensed practice. Candidates should have a strong community health/public health orientation.

JOB DUTIES:

- Triage scheduled walk-ins and patient calls on a daily basis.
- Coordinate and schedule same-day and walk-in appointments on the provider schedules.
- Provide one-on-one services based on nursing scope of practice.
- Utilize standing orders, protocols and algorithms appropriately.
- Monitor patient flow in the clinic; ensure that patients receive all recommended services in a timely manner.
- As needed, assists providers with special procedures as needed.
- Monitor the pharmacy refill function per protocol.
- Complete case management task with care coordinators and providers.
- Participate in patient education: e.g. chronic disease, preventive and family.
- Administers certain medications, injections, immunizations and family planning options as ordered by provider.
- Coordinates and completes non-direct patient care as directed by the Nurse Manager.
- Participates in Performance Improvement activities as needed.
- Assures that all medical and pertinent information is forwarded to proper departments as needed for continuity of patient care.
- Documents in electronic medical record patient assessment, plan, implementation, evaluation, follow-up and demographic information.

KNOWLEDGE

- Must have knowledge of disease processes, normal growth and development of all age groups.
- Must possess community health knowledge and theory.
- Must operate with cultural sensitivity with respect to working with persons and groups of diverse racial, ethnic, economic and social backgrounds
- General computer skills required

SKILL

- Nursing assessment skills with/without visual inspection utilizing basic nursing theory.
- Critical clinical thinking skills required.
- Excellent communication skills, i.e., listening, oral and written English skills while conversing with patients, families, health professionals and community agencies.

ABILITY

- Demonstrated clinical competence.
- Capacity to function independently within licensed scope of practice.
- Must have the ability to handle stressful emergency situations calmly and effectively.

MINIMUM QUALIFICATIONS:

Must have a current MN unrestricted license; must be CPR certified; and possess demonstrated experience of at least 1 year.

POSITION REPORTS TO: Nursing Manager

SUPERVISION OF OTHERS: None.

RESPONSIBILITY FOR PUBLIC CONTACT: Extensive public contact in person, on the telephone, email, and by letter.

AA/EEO: Open Cities Health Center is an affirmative action / equal opportunity employer. Open Cities Health Center does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.

I have read and reviewed the job description for the position of Licensed Practical Nurse/Registered Nurse. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

Employee Signature

Date