

JOB TITLE: Registered Nurse – Orthopedic Clinic	DEPARTMENT: Rural Health Clinic	POSITION OF SUPERVISOR: Clinic Nurse Manager
FLSA STATUS: Non Exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE: 01.24.2024

**Position Summary:** The RN is responsible for providing nursing care to the patient under the direction of a physician or health care provider. The RN will assist the Provider in delivering high quality patient care and accurately document all necessary information within the patient’s chart. The RN will perform nurse triage across the lifespan, in person and over the phone, using accepted nursing triage protocols and workflows. The RN will perform in-house lab tests, EKG’s, assist with basic procedures as well as administer and document medications and vaccinations appropriately. The RN will follow-up with all outstanding patient orders, referrals, and prior authorizations daily.

This is a safety sensitive position and medications that could impair your ability to perform your job duties must be reported to your supervisor. A note from your physician or health care provider must be provided stating if there are any limitations to your job duties.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	High school diploma or GED Degree (minimum of associates) from accredited RN program
<b>Experience:</b>	At minimum 2 years of nursing experience required. Prefer at least 5 years of orthopedic nursing experience, preferably in a clinic setting
<b>Special Skills, Licenses or Certifications:</b>	Basic computer knowledge Current RN licensure in the State of Colorado Current BLS Certification
<b>Language Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to read, write, and clearly express oneself in English 100% of the time.</li> <li>• Additional languages preferred.</li> <li>• Demonstrates ability to listen.</li> <li>• Demonstrates ability to clearly convey thoughts in speech and written word</li> </ul>
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Ability to walk at a rapid pace 90% of the time.</li> <li>• Ability to work at heights of 24-40 inches.</li> <li>• Ability to push stretchers, wheelchairs, and beds.</li> <li>• Ability to transfer adult patients from wheelchair to exam table, exam table to wheelchair.</li> <li>• Able to lift, move, and/or position weights, patients &gt;50 pounds.</li> <li>• Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients, and public in person and on the telephone.</li> <li>• Work requires the use of computers with exposure to monitors, keyboards, and mouse with repetitive motions for extended periods of time.</li> <li>• Position requires standing, bending, walking, and long periods of sitting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact, versatility, and dependability.</li> <li>• High degree of self-motivation and directional initiative.</li> <li>• Ability to function independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> </ul>
<b>Work Environment:</b>	<ul style="list-style-type: none"> <li>• Work is performed with exposure to work stress, environmental stress, and frequent interruptions.</li> <li>• Hazards of the Job Include: Exposure to communicable disease; Verbal or physical abuse; Radiation and hazardous materials; Physical strain due to lifting, moving, and positioning patients and/or equipment; Liability due to current public consciousness; Potential exposure to blood and body fluids; Potential chemical exposure; Potential equipment and device / product hazards.</li> </ul>

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Know and practice the prescribed vision, mission, core values and standards of Pagosa Springs Medical Center.
4. Comply with **all** PSMC and department procedures, rules, guidelines, and directives.
5. Adhere to all policies and procedures in the Rural Health Clinic Policy and Procedure Manual.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Interact with other departments and staff members in a manner which promotes optimum service to the patients and/or the public.
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Address voicemails, Electronic Health Record assignments/messages, and emails daily. Respond appropriately and in a timely manner.
13. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
14. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
15. Respect the importance of compliance and quality programs and support the same.
16. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
17. Participate in employee training, meetings, Disaster Preparedness and emergency events.
18. Perform other job duties, as assigned by a supervisor.

**Essential Duties, Functions and Responsibilities: At all times, the employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Administers nursing care to patients in a safe, efficient, and courteous manner.
2. Follows proper nursing procedures in accordance with hospital policies and procedures.
3. Demonstrates knowledge of the principles of growth and development over the life span and possesses the ability to assess data reflective of the patient's status and interpret the information needed to identify each patient's requirements relative to his/her age-specific needs.
4. Actively participates in training new clinical staff members.
5. Serves as a mentor to LPN, LVN and MA staff, providing continuous learning support.
6. Courteously greets all patients, in person and on the phone.
7. Uses at least two identifiers when confirming the identity of each patient (i.e. name and date of birth).
8. Demonstrates efficient operation of multi-line phone system.
9. Appropriately triages patients, provides nursing advice while using accepted protocols and workflows, and ensures correct disposition of patient to receive any necessary care.
10. Performs nursing assessment and develops plan of care to provide appropriate level of care for each patient. Collaborates with health care provider/Physician when necessary.
11. Works cooperatively with other departments to ensure an appropriate transfer of care.
12. Authorizes medication refills in accordance with current nursing refill policies and procedures.
13. Rooms patients in timely fashion and in professional manner.
14. Accurately obtains and documents patient vital signs.
15. Accurately and efficiently completes all elements of patient intake following clinic workflows and protocols. Appropriate documentation of the patient intake includes, but is not limited to: medications, allergies, history of present illness, procedure history, social history, family history, depression screening and immunization status.
16. Documents all patient contact and/or care/treatment in the EMR.
17. Demonstrates proficiency in completion and documentation of patient data, using the correct electronic health record template for visit. ( ie Medicare Annual Wellness, Adult Intake, Pediatric Intake and CDL Exam).
18. Efficiently and accurately collects and documents patient related quality data in accordance with clinic workflows and protocols.
19. Accurately prepares medications for injection and/or local anesthesia as ordered by the provider.
20. Accurately administers and documents medications as directed/ordered by the Provider.
21. Reconciles Immunization forecaster utilizing CIIS, prints recommended schedule for appropriate visits.
22. Safely administers and correctly documents immunizations as directed/ordered by the Provider.
23. Accurately documents medication samples given to patients.
24. Accurately documents and send orders for laboratory tests and diagnostic tests as directed by the Provider.
25. Follows up on all outstanding orders in a timely manner.
26. Accurately performs CLIA waived, point of care, laboratory tests as directed by the Provider.
27. Demonstrates competency in the performance and documentation of basic procedures (i.e. EKG, Nebulizer Treatment, Ear lavage, Orthopedic Device Fitting, orthopedic splinting and casting, Orthostatic Blood Pressure, etc.).
28. Performs wound care, dressing changes, suture and stitch removal while maintaining sterile technique if indicated.
29. Schedules follow up appointments if necessary as directed by the Provider.
30. Submits booking sheets for procedures, injections and surgery as directed/ordered by the provider.
31. Participates in the development of the plan of care with other team members and safely implements that plan.
32. Provides instruction/teaching to the patient according to the educational plan. Presents patients with appropriate patient education and visit summaries at the end of each visit as necessary.

33. Provides preventive care information that matches patient age, sex, and health status.
34. Preps exam rooms for patients and maintains clean and sanitary exam rooms.
35. Stocks and maintains medical supplies in exam rooms so necessary items are available for provider/patient.
36. Initiates and completes medication prior authorizations as needed for patients.
37. Maintains DME closet of orthopedic devices.
38. Initiates and accurately completes DME paperwork for any patient fitted with DME supplies.
39. Follows up on patient messages, phone calls, voicemail, and faxes daily.
40. Monitors and maintains the Orthopedic Team Nursing Pool message center.
41. Monitors and maintains the incoming Clinic and Orthopedic fax folder.
42. Locks medication cabinet, vaccine refrigerator and medication sample closet at the end of each business day.
43. Unlocks medication cabinet, vaccine refrigerator and medication sample closet at the beginning of each business day.
44. Participates in bi-annual inventory process. Assists in the outdating of expired supplies.
45. Monitors and records temperatures on all refrigerators twice daily.
46. Demonstrates willingness to perform tasks and complete assigned work, does not leave unfinished tasks for others to complete.
47. Prioritizes tasks so that the most important tasks are completed first.
48. Initiates action to prevent the occurrence of any potential problems or non-conformities relating to patient care or supporting activities.
49. Initiates, recommends, or provides solutions through designated channels.
50. Report to work when scheduled; If absent, notifies supervisor in advance per policy.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Manager</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job

description; and (b) compliance with PSMC policies, procedures, rules and directives.

- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)

