



Kaukauna Clinic, SC
"Your partners in Family Health Care"

JOB DESCRIPTION

Registered Nurse

Kaukauna Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reports to: Supervisor of Nursing

Department: Nursing

Job classification: Full time, Non-exempt, Hourly

Position Summary: under the guidance of the nursing supervisor, and direction of the attending physician and/or nurse practitioner, the registered nurse will perform variety of duties involving patient care across different practices within the clinic. In addition, provide appropriate information to patients in order for patients to understand and fully utilize and benefit from the clinical services. The registered nurse will use best practices when working with patients and others.

Essential Job Responsibilities:

- Room patients in accordance to the clinic's rooming process and procedures including but not limited to identifying patient; obtaining weight, height, and temperature; documentation of reason for visit, allergies, medications, pharmacy preference; review health maintenance; obtain and document blood pressure, heart rate, and respiratory rate in EPIC.
- Obtain lab/X-ray reports, referral information, and hospital notes as needed.
- Assist and/or perform procedures with assigned clinical provider.
- Administer drugs and vaccinations as needed.
- Conduct prescription verifications and refills as directed by the attending physician or nurse practitioner.
- Document patient assessment and intervention data using established medical record forms/automated systems and documentation practices. Observes patient condition and immediately communicates changes/concerns to MD.
- Execute prescribed treatments and medical interventions by monitoring and documenting treatment progress and patient response. *Where applicable refer to or consult with physicians, other health providers, and community resources to prevent/resolve problems or concerns.*
- Educate patients and families about health status, health maintenance, and management of acute and chronic conditions.
- Perform strep screens, urine dipsticks, EKG's, pulmonary function studies, visual/hearing exams, nebulizer treatments, IV starts, and fetal monitoring tests.
- Prepare exam/procedure rooms and equipment for procedures.
- Clean exam/procedure rooms after each appointment using the clinic's best practice guidelines.
- Stock and organize exam/procedure rooms as needed.
- Clean and sterilize medical instruments.
- Track supply inventory and restock as needed; alert appropriate staff if supplies are low.
- Cover shifts for other nursing staff as needed.
- Maintain patient confidentiality.

The essential job responsibilities are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Core Competencies:

Knowledge:

1. Knowledge of nursing processes; health care systems, structure, and functions; and community resources. Understanding of health care technology, equipment, and supplies. Familiarity with state law on nursing care, nurse practice guidelines, and clinic policies and procedures.
2. Knowledge of wellness/illness, growth and development, human behavior, psychosocial factors, and alternative health care treatments.
3. Knowledge of chart/medical record documentation requirements and federal/state laws related to release of health care information.

Skills:

1. Skill in time management, problem solving, multitasking, prioritizing, and medical care coordination.
2. Skill in initiating appropriate crisis interventions and emergency response.
3. Skill in patient triage in person and on the phone.

Abilities:

1. Ability to analyze options and then counsel patients and families about choices and make referrals to other providers and resources.
2. Ability to engage clients and families in the development and implementation of a care plan.
3. Ability to read and interpret physicians' orders and notes from other providers.
4. Ability to calculate and administer drug dosages and injections and measure results.
5. Ability to be punctual and attend scheduled work hours regularly.

Supervisory Responsibilities: no supervision responsibility (no direct reports).

Work Environment: Inside a clinical setting – combination of exam rooms. Frequent exposure to communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment.

Physical Demands: Requires standing and walking for extensive periods of time. Occasionally requires lifting and carrying items weighing up to 15 pounds. Requires correct vision and hearing to normal range. Requires working under stress in emergency situations and occasionally may involve helping cover other practices.

Travel: This position does not travel for work.

Required Education & Experience: Bachelors of Science – Nursing. EPIC experience a PLUS!

Additional Requirements: Current state registered nurse license. Possess a current BLS certification and current health records with the appropriate immunizations to work in the health care field (hepatitis B and tuberculosis).