

HAZEN MEMORIAL HOSPITAL ASSOCIATION
JOB DESCRIPTION

JOB TITLE: Clinic Registered Nurse

DEPARTMENT: Sakakawea Hazen and Beulah Clinic

REPORTS TO: Charge Nurse, Clinic Manager

WORK HOURS: Day shift, Monday through Friday.

JOB SUMMARY:

The Registered Nurse assesses, plans, implements, and evaluates individual patient care in the clinic according to policies and procedures. Assists physician and mid-levels in clinical duties to ensure patients and families receive the highest quality care and knowledge promoting patient wellness. Maintains standards of the State Nurse Practice Act.

JOB DUTIES:

Essential functions have been denoted with a *.

- *1. Interacts professionally and in a timely fashion with patients who need medical assistance in the clinic or on the telephone.
- *2. Completes work in a timely manner and documents this correctly. This includes referral appointments, medical record forms, faxes, consults, nursing procedures performed, charges for billing, etc.
- *3. Knowledgeable in assisting providers with procedures/exams and further testing of patients.
- *4. Competent in IV therapy and blood product administration per Nurse Practice Act.
- *5. Responsible for concise, legal and legible documentation.
6. Understands duties of other personnel positions so coverage can be maintained in emergency situations.
- *7. Delegates and assigns nursing interventions to be performed by the LPN and MA or unlicensed assistive personnel as per the Nurse Practice Act in an emergency situation.

- *8. Participates in professional and educational growth offered by the hospital.
- *9. Proficient in nursing tasks related to the clinic such as HHN, Pulse OX, O2 administration, EKG's, suctioning, cardiac monitoring, administration of injections.
- 10. Responsible for following clinic policies/procedures.
- 11. Performs other duties as required or assigned.

WELFARE OF OTHERS:

Maturity and ability to establish good rapport with physicians, patients, public and staff.
Capacity to deal with severely ill patients.

REQUIREMENTS:

- 1. Complies with dress code according to departmental policies.
- 2. Must be certified in CPR every two years.
- 3. Will attend 8 out of 12 departmental meetings.
- 4. Will assist in one Quality Assurance study every year.
- 5. Completes mandatory inservice material yearly.
- 6. Reviews, signs, and dates Disaster manual, department policy manual, MSDS manual, and any procedure revisions and updates.
- 7. Follows the Standard Precautions Policy.
- 8. Demonstrates appropriate response to emergency, i.e., fire alarms, disaster drills.
- 9. Respects the privacy of all persons and confidential information that employees may hear.
- 10. Participates on one committee or project/year.
- 11. Is willing to adjust personal schedule in case of real departmental needs.

QUALIFICATIONS:

Education & Training

Graduate from an accredited School of Nursing. Current license to practice professional nursing in the state of North Dakota. Previous clinic or nursing experience preferred. Able to work cooperatively with providers and others. Flexible in coordinating schedules.

PHYSICAL REQUIREMENTS:

Physical and Mental Effort

Involves a maximum physical effort required of 50 lbs. Ability to perform effectively in emergency and stressful situations. Requires prolonged standing and sitting; bending, stooping, stretching, and walking. Requires corrected vision and hearing range. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires use of office equipment such as telephone, copier, fax machine, and computer.

Working Environment and Hazards

Comfortable work environment with steady, comfortable temperature. Potential exposure to mechanical, chemical, electrical, and infectious environment. Often works under stressful conditions due to time constraint demands.

Revised: June 2010

May 2008

May 2007

HAZEN MEMORIAL HOSPITAL ASSOCIATION
JOB DESCRIPTION

JOB TITLE: Clinic LPN

DEPARTMENT: Sakakawea Hazen and Beulah Clinic

REPORTS TO: Charge Nurse, Clinic Manager

WORK HOURS: Day shift, Monday through Friday.

JOB SUMMARY:

The LPN contributes to the assessment, plan and implementation of patient care under the direction of the RN charge nurse, physician and/or midlevel provider in the clinic according to policies and procedures while maintaining standards of the State Nurse Practice Act. The LPN delegates to unlicensed assistive personnel according to the ND Board of Nursing delegation rules.

JOB DUTIES:

Essential functions have been denoted with a *.

- *1. Interacts professionally and in a timely fashion with patients who need medical assistance in the clinic or on the telephone. Strives to maintain punctuality of patient appointment times.
- *2. Completes work in a timely manner with avoidance of overtime. Documents legally and legibly, referral appointments, medical record forms, faxes, consults, nursing procedures performed, charges for billing, etc.
- *3. Knowledgeable in assisting providers with procedures/exams and further testing of patients.
- *4. Certified and competent in IV therapy per Nurse Practice Act.
- *5. Responsible for concise, legal and legible documentation as per clinic policies for documentation and abbreviations.
- *6. Understands duties of other personnel positions so coverage can be maintained in emergency situations.

- *7. Assists Registered Nurse and takes direction from the Registered Nurse in emergency situations.
- *8. Participates in professional and educational growth offered by the hospital.
- *9. Proficient in nursing tasks related to the clinic such as HHN, Pulse OX, O2 administration, EKGs, suctioning, application of cardiac monitor leads, administration of injections as per clinic policy.
- 10. Performs other duties as required or assigned and completes in timeframes given.

WELFARE OF OTHERS:

The LPN interacts with the public, co-workers, physicians and their staff, patients and their families.

REQUIREMENTS:

- 1. Complies with dress code according to departmental policies.
- 2. Must be certified in CPR every two years.
- 3. Will attend 3 out of 4 quarterly nursing departmental meetings.
- 4. Will assist in one Quality Assurance study every year.
- 5. Completes mandatory inservice material yearly.
- 6. Reviews, signs, and dates Disaster manual, department policy manual, MSDS manual, and any procedure revisions and updates.
- 7. Follows the Standard Precautions Policy.
- 8. Demonstrates appropriate response to emergency, i.e., fire alarms, disaster drills.
- 9. Respects the privacy of all persons and confidential information that employees may hear.
- 10. Participates on one committee or project/year.
- 11. Is willing to adjust personal schedule in case of real departmental needs.

QUALIFICATIONS:

Education & Training

Graduate from accredited LPN School of Nursing. Current license to practice professional nursing in the state of North Dakota. Previous clinic or nursing experience preferred. Able to perform effectively in emergency and stressful situations. Able to work cooperatively with providers and others. Flexible in coordinating schedules, maintains confidentiality.

PHYSICAL REQUIREMENTS:

Physical and Mental Effort

Involves a maximum physical effort required of 50 lbs. Ability to perform effectively in emergency and stressful situations. Requires prolonged standing and sitting; bending, stooping, stretching, and walking. Requires corrected vision and hearing range. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires use of office equipment such as telephone, copier, fax machine, and computer.

Working Environment and Hazards

Comfortable work environment with steady, comfortable temperature. Potential exposure to mechanical, chemical, electrical, and infectious environment. Often works under stressful conditions due to time constraint demands.

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