

STILLWATER BILLINGS CLINIC

Job Description – RN Clinic

General Description: Under general supervision, utilizes the nursing process of assessment, planning, implementation and evaluation, and theoretical/clinical skills in the promotion/maintenance of health. Incorporates evidence-based nursing practices consistent with national standards and which support quality outcomes. Assumes responsibility and accountability for the quality of nursing care rendered.

Clinic RN reports to the Clinic Manager.

MINIMUM QUALIFICATIONS:

1. Graduate of an accredited school of nursing
2. Current Montana state license as a registered nurse required.
3. Current Healthcare Provider CPR Certification or become CPR certified prior to working in a patient care environment, typically accomplished during the first week of orientation.
4. Current ACLS certification required for RN's who perform procedures (e.g. dobutamine stress tests, conscious sedation, etc.) and must be able to obtain within 9 months of employment.
5. Successful completion of the TNCC course to be completed within 1 year of employment.

ESSENTIAL JOB FUNCTIONS

DUTIES AND RESPONSIBILITIES:

1. Supports, and practices the mission and philosophy of Stillwater Billings Clinic and department/service.
2. Utilizing a holistic approach and evidence based nursing practices, incorporates the nursing process into the goal directed plan of care for the patient. Plan of care should include planning and scheduling of intervention/care and collaboration with other services/departments. (*Patient Care, Nursing, Plan of Care*)
 - a) Prepares and administers various medications and injections; collects and analyzes specimens as directed.
 - b) Provides and/or assists with patient care, minor procedures and treatments within the scope of practice. (*Patient Care, Scope of Practice, Assist Providers*) includes a
 - c) Communicates appointments, specialty procedures, and instructions by phone, in writing, and in person; coordinates patient information with other facilities, departments, and staff as

appropriate. (*Patient Care, Nursing, Scheduling*)

d) Provides education, instructions, and advice to patients as directed by physician with consideration to age appropriate care.

(*Education, Patient, Educates Patient, non-Provider*)

e) Responsible for documentation within clinical records (both electronic or written) of all patient care or treatments provided
(*HIM, Patient Chart, Documents in Patient Record*)

f) Enters physician orders into clinical information systems.

3. Evaluates patient status via phone and in office setting. Advises patient appropriately (i.e., wound status, post operative, etc).
(*Patient Care, Nursing, Triage*)
4. Plans and organizes the work day to meet the need of the designated area. (*Patient Care, Nursing, Day planning – includes a & c below*)
 - a) Provides office clerical and administrative services as directed or as needed to maximize workflow, patient through put and to maximize provider resources.
 - b) Assists with provider documentation, charge capture and billing code capture.
 - c) Delegates work assignments within the scope of practice to other team members (LPN, Medical Assistant or Patient Service Representative) to meet the needs of the facility.
5. Plans, organizes, implements, evaluates and documents safe patient care consistent with Stillwater Billings Clinic values/goals, policies and procedures. *core*
6. Adheres to patient safety standards and identifies and anticipates problems and safety issues and initiates appropriate action. Maintains competency in all organizational, departmental and outside agency environmental, employee or patient safety standards relevant to job performance. *core*
7. Maintains appropriate skill/knowledge in specialty area with application and patient relevance of commonly used equipment specific to area; pharmacological application; application of laboratory values with disease process and physiological status.
core
8. Analyzes and shares the practice implications of nursing research in specialty area. (*Patient Care, Research, Nursing Research*)
9. Performs or assists with various procedures as competency and training permit (e.g., dobutamine stress tests, conscious sedation,

spirometry, IVs, and patient recovery, etc.) (*Patient Care, Procedures, RN Scope of Practice*)

10. Utilizes performance improvement principles to assess, enhance, and/or improve the quality of care. Participates in the incorporation of evidence based outcomes and core principles, Joint Commission readiness activities, quality audits, quality improvement and patient safety teams, peer review processes, etc.
11. Develops collaborative relationships with physicians and other health care providers to enhance quality practice.
12. Takes responsibility for identification of own professional growth and developmental needs; meets all system/departmental educational requirements.
13. Demonstrates positive, supportive, and caring behaviors in communication with patients, families, visitors, physicians, staff, and others.
14. Consideration is given to the appropriateness of care based on the population specific needs of the patient. Nursing practice is delivered with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems
15. Performs other duties as assigned or needed to meet the needs of the department/organization.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Stillwater Billings Clinic policies and procedures both organizational and departmental
- Stillwater Billings Clinic Code of Business Conduct
- Stillwater Billings Clinic Corporate Compliance Program
- HIPAA and confidentiality requirements
- Customer service techniques and Personal Service Excellence (PSE) skills
- Regulatory and accreditation standards (e.g., Joint Commission, CMS, OSHA, etc.)
- Personal computers, hardware and software
- Nursing practices, planning and assessment within scope of practice
- American Nurse's Association (ANA) Code of Ethics
- Patient safety standards

SKILL IN:

- Professional written and oral communication skills and interviewing skills
- Interpersonal skills necessary in order to instruct and comfort patients/residents and their families and maintain effective contacts with a variety of hospital personnel and physicians
- Analytical skills necessary in order to prepare evidence-based nursing care plans, coordinate and implement effective nursing care and to develop solutions to problems concerning patients/residents mental or physical well-being

ABILITY TO:

- Incorporate population specific needs into all aspects of communication and patient care; scope of services provided will encompass age groups from infant through geriatric
- Utilize time management concepts or maximize time effectively
- Work effectively with nursing, allied health and medical personnel
- Concentrate and pay close attention to detail when planning and performing professional nursing care, resolving patient care problems and dealing with patients and their families

COMPLEXITY & DIFFICULTY:

- Professionally deals with co-workers, patients, physicians, other health care providers, and visitors
- Resourcefulness in dealing with emergency situations
- May require adaptability and more diversification of duties when necessary to float to other patient care areas for varying periods of time.
- Practices within the scope of Registered Nurse licensure
- Proactively participates in Nurse Practice Committee, accreditation, and other quality assurance and process improvement committees

WORKING CONDITIONS

- Normal patient care environment in a physician clinic setting
- Utilization of personal computers for financial and clinical database systems

Blood Borne Pathogen Category: Category I: Tasks that involve exposure to blood, body, fluids or tissues.

Airborne Contaminant Category: Category I: Tasks that routinely require activities that may involve exposure to airborne contaminants.

ADDITIONAL UNIT SPECIFIC RN QUALIFICATIONS

Nursing Unit	Additional Qualifications/Working Conditions
Knowledge	Knowledge of nursing theory and practice to assess, evaluate and provide quality patient care.
	Knowledge and skill in advanced nursing assessments and procedures, aseptic technique, hazardous drugs
	Advanced knowledge and understanding of specialty services, treatments and nursing practices
	Ability to successfully complete TNCC certification within one (1) year of hire
Experience	Minimum of two (2) years of experience as an RN working in a hospital, physician clinic or other medical facility, preferred
Cross-Training Areas	Triage RN Functions
	Outreach Physician support
	Float to other nursing areas within the hospital
Analytical Skills	Analytical skills necessary to perform diverse clinical, regulatory and clerical responsibilities requiring analysis, judgment and knowledge of services/treatments
	Ability to function independently and be responsible for all requirements of conducting patient care utilizing deductive reasoning skills
	Ability to process problems independently and produce possible solution
Interpersonal Skills	Interpersonal skills which enable incumbent to assist with training and respond to other nurses' questions and conduct community and patient education. All interpersonal relationships reflect respect, concern and courtesy for the other individual
	Ability to deal with difficult situations in a mature and professional manner
	Ability to incorporate cultural diversity and age appropriate care into all aspects of communication and patient care
Independent Judgment	Work is performed independently in accordance with general directives
	Assumes responsibility for initiating necessary follow-up to maintain compliance with all clinical research trials
	Ability to resolve difficult or serious situations with input from others as needed
Fiscal Responsibility	Responsible to ensure timely and accurate capture of charges for services provided
	Accountable to be fiscally responsible in selection and utilization of supplies with consideration to quality outcomes

Confidentiality Statement

I have read and understand the above job description. I understand that in the performance of my duties as an employee at Stillwater Billings Clinic, I must hold in confidence all that pertains to the patient, relatives, visitors, and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

Name _____ Date _____

The above is intended to describe the general content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.