



Job Documentation

JOB TITLE: RN Specialty Clinic	JOB CODE: S066
DEPARTMENT: Specialty Clinic	STATUS: Non-exempt
SUPERVISES:	ADDENDUMS: NA
REPORTS TO: CNO	EFFECTIVE DATE: 1/1/2021
	REVISED ON: 12/30/20

PRIMARY FUNCTIONS

Renders nursing care to patients in terms of individual needs, according to physician’s orders, and in conformance with recognized nursing techniques and procedures, established standards and administrative policy. Evaluates plans and organizes the delivery of care to meet the needs and nursing requirements of each patient within the specialty clinic.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Associate’s Degree in Nursing, Healthcare, Business or related field
- One-year healthcare experience required
- Cerner experience preferred

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse (RN) the State of Nebraska
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Chemotherapy certification required
- Completion of ongoing continuing education

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines



- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Perform and document complete patient assessment upon admission and continue assessment and documentation throughout patients' day.
- Initiate and maintain current nursing care plan for all patients; develop and institute oral and written guidelines regarding care and treatment of patients; including plans for patient and family teaching.
- Assist physician with delivery of patient care skillfully and safely. Maintain acceptable communication with patients by listening and interpreting feed-back.
- Evaluate patient's care, and with necessary consultation, initiate teaching.
- Provide comprehensive care in various areas of nursing specialties: Cardiac, Orthopedic, Outpatient, IV Therapy, and participate in CODE emergencies.
- Coordinates patient services between departments within and outside the facility.
- Participates in applicable quality improvement endeavors
- Oversees other employees within the specialty clinic and provides feedback to the CNO
- Trains others, plans, assigns tasks and addresses complaints/resolves issues regarding the specialty clinic

Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.



Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)				X		
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch			X			
Kneel		X				
Push			X			
Pull			X			
Write				X		
Reach				X		
Grip				X		
Crawl		X				
Vision/read					X	
Talk/verbal skills					X	
Hear					X	
Feel/tactile					X	
Concentrate in distracting environment				X		



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date