

## Nursing Positions

**Job Title:** Nurse

**Immediate Supervisor Title:** Administrator

**General Summary:** A nonexempt position responsible for performing nursing and lab duties alongside physicians to diagnose and treat disease and/or injury.

All employees must understand that this is a small team that will be assigned additional duties as need to continue to provide the best service possible to the patient.

**Essential Job Responsibilities:**

1. Obtains, verifies, and records health history of patients. Gathers pertinent health data through physical assessments. Documents assessments, interventions, patient/family responses, medication dispensed/prescribed, and test results in medical records.
2. Provides basic patient care as ordered. Administers medications and treatments as directed. Assists other health care professionals in performing exams, diagnostic procedures and treatments, and minor medical procedures. Adheres to infection control/safety guidelines and confidentiality policies.
3. Fulfills duties that include medical/surgical asepsis, sterilization, instrument wrapping and autoclaving; checking vital signs or performing EKG's, physical examination preparations; clinical pharmacology; drug administration through various routes including injections; prescription verifications with physician's orders; minor surgery assists including surgical tray set-up pre/post surgical care, applying dressings, and suture removal; biohazard waste disposal and monitoring; laboratory procedures including Occupational Safety and Health Administration (OSHA) guidelines; quality control methods; CLIA-waived testing; capillary punctures and venipunctures; specimen handling such as urine, throat, vaginal, stool, and sputum; emergency triage, and first aid.
4. Fulfills environmental responsibilities as assigned that may include setting up instruments and equipment according to department protocols; cleaning exam/procedure rooms, instruments, and equipment between patient visits to maintain infection control; cleaning sterilizer according to scheduled maintenance program and keeping appropriate records; ordering, sorting, storing supplies; and restocking exam/procedure rooms.
5. Other duties as assigned.

**Education:** A degree from an accredited nursing school for either an LPN, RN or Medical Assistant. Proof of completion for Medication Aides. High school diploma needed to perform phlebotomy.

**Experience:** One to three years of experience preferably in medical practice environment.

**Other Requirements:** State of Nebraska Nursing license.

**Performance Requirements:**

*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.
4. Knowledge of health care field and medical office protocols/procedures.

*Skills:*

1. Skill in leading people and setting an example.
2. Skill in time management, problem solving, multitasking, prioritizing, and medical care coordination.
3. Skill in initiating appropriate crisis interventions and emergency response.
4. 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.

**Equipment Operated:** Standard nursing equipment and supplies including thermometer and syringes. May involve use of assistive devices such as walkers, wheelchairs, ventilators, pulse oximetry units, and oxygen tanks. Will require use of computer.

**Work Environment:** Medical exam and treatment rooms and medical offices. Environmental setting (lighting, temperature, air quality, acoustics) controlled. Varied activities including standing, walking, reaching, bending, lifting. Requires full range of body motion including handling and lifting patient's manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 100 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours.

**Mental/Physical Requirements:** Standing ten to twelve hours per day, walking, stooping, and bending. Requires ability to move equipment and transfer patients. Occasional stress when working with anxious patients.