

Mountain Valleys Health Centers, Inc.

Job Description

POSITION: RN (Non-Exempt)

REPORTS TO: Medical Director/Associate Medical Director/
Director of Nursing

Areas of Responsibility: Functions as a competent Registered Nurse to provide safe comprehensive care and coordination of services through the nursing process in conjunction with provider oversight. The Registered Nurse also plays a leadership role in overseeing LVNs and medical assistants to ensure delivery of appropriate and correct medical care to MVHC's patients.

Qualifications: Current California RN license and current CPR certification. Must be able to work in a fast paced environment, multitask, and prioritize to maintain optimum clinic flow. The RN must be flexible and use discretion/good judgment in order to meet the changing needs of patients, providers and co-workers. RNs must maintain confidentiality relating to MVHC patients, personnel, and information that could result in proprietary damage to MVHC.

Requirements After Hire:

Clean and Appropriate Attire
Maintain Professional License
Current CPR Card
Current/Valid California or Oregon ID Card

Duties and Responsibilities:

- Prepares patients for visits with providers by performing and recording vital signs (including: blood pressure, temperature, pulse, respirations, height, weight, and other procedures as needed)
- Reviews patients' medical records for completeness and updates prior to patients' visit
- Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assisting the provider as needed
- Assists in preparing patients for routine diagnostic procedures (i.e. urine specimens) and performing selected screening tests (including: urine dipsticks, urine hCG, and rapid strep throat cultures, etc)
- Executes medical orders for specific drugs, treatments, and other diagnostic or therapeutic procedures
- Administers and records medication consistent with his/her knowledge of pharmacology in accordance with health center policy, always paying close attention to the Rights of medication administration.
- Provides guidance to non-clinical staff regarding clinical issues (i.e. phone triage)

- Participates in preventive health teaching and education pertinent to procedures being conducted, or specific health educations to patient, family and/or caretaker
- Coordinates and facilitates care with co-workers and with outside agencies
- Recognizes, responds to and manages emergency situations.
- Prioritizes patient care based on acuity or urgency of patient's needs; patient's preferences or choice; available resources
- Provides case management type oversight to an identified patient population as assigned by the Director of Nursing
- Ability to research and find appropriate resources in order to maintain most current medical information available to MVHC patients.
- Demonstrates clinical judgment and decision making for a defined patient population.
- Demonstrates competence in carrying out established policy and procedures.
- Manages patient care through appropriate delegation, supervision, and resource management, including efficient use of own time.
- Communicates effectively with individuals and in groups.
- Contributes to positive working relationships with other members of the health care team.
- Demonstrates respect for patient rights and maintains privacy and confidentiality.
- Participates in efforts to continuously improve quality
- Creates and maintains an environment that respects cultural, economic, ethnic, and lifestyle differences of patients, visitors, and staff.
- Is open to constructive feedback and integrates recommendations into practice.
- Demonstrates understanding and commitment of company mission and core values
- Performs other job related duties as required or assigned

PHYSICAL REQUIREMENTS: Frequent: standing and walking, lifting and moving objects up to 24 lbs, positioning patients, exposure to bodily fluids, exposure to infectious disease, exposure to emotional crisis of others, repetitive motion (hands/arms), independent problem solving. Constant: listening, speaking in person or on the phone, close eye work, reading and writing, working with public and staff.

CUSTOMER CARE: A core value of Mountain Valleys Health Centers' is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

At MVHC a customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

EMPLOYEE ACKNOWLEDGEMENT: I have read my job description and understand its contents. I agree to perform the duties and responsibilities with the highest standards. If at any time I have questions about its contents, I will discuss with my supervisor for clarification.

Employee Signature

Date