PALOUSE CARE NETWORK

STAFF NURSE JOB DESCRIPTION

TITLE: Staff Nurse; Registered Nurse (RN)
REPORTS TO: Center Director; Medical Provider or Medical Director for medical oversight
SUPERVISES: N/A
RANKING: Non-Exempt/Hourly (Full or Part-time)

PRIMARY FUNCTIONS AND RESPONSIBILITIES

OBJECTIVES OF THE POSITION:

The Registered Nurse (RN) is responsible for assisting with organizing, planning, assessing, and monitoring medical services. RN works in conjunction with Center Director, Medical Provider, and Medical Director to ensure patients receive the best medical, nursing, and psychosocial care possible.

SPECIFIC FUNCTIONS

Clinic Duties:

1. Help complete clinic procedures and administrative activities of WISH Medical Women's Health.
2. Help organize and direct all ancillary and volunteer medical personnel.
3. Help ensure compliance with infection control guidelines.
4. Assist with inventory control of patient service materials and medical supplies.
5. Provide support for center programs and services as requested by the Center Director.
6. Seek advisement as needed from the Center Director/ Medical Provider/ Medical Director.
7. Facilitate documentation of clinic logbooks and patient medical records.
8. Help ensure that medical equipment is working properly.
9. Perform other duties as assigned.

Supervision/Training:

1. Help provide clinic training and supervision of medical volunteers.
2. Ongoing assessment of patient services, implementing revisions and expansion of services with Center Director support.

Patient Services:

1. Answer medical questions and provide medical services including pregnancy testing and education, STI/STD screening and education, and collection of specimens for testing.
2. Provide limited obstetrical ultrasound (after training).
3. Provide patient follow-up per standardized procedures.
4. Assure accurate implementation of the provider's order; advise provider of patient progress and changes in condition as requested.

Personal Development:

1. Continue professional training pertinent to nursing license or medical certification and the clinic's practices.
2. Increase knowledge of obstetrical and gynecological care, and women's sexual health issues.

COMPETENCY & SKILL REQUIREMENTS

1. Be a committed Christian, demonstrating a growing personal relationship with Jesus Christ.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Agree with and uphold all center statements and policies.
4. Maintain a current RN license in good standing with the Idaho and Washington State Boards of Nursing; carry professional liability insurance and current CPR certification.
5. Maintain a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies, and equipment.
6. Proficiency with Athena (EMR program) and AFTIS (lab ordering program); training provided.
7. Be trained and demonstrate competency in providing limited obstetrical ultrasound (provided by PCN after probationary period).
8. Exhibit excellent organizational skills, medical proficiency, and technological literacy.
9. Attention to detail, self-motivated, team player, dependable, and responsible.
10. Have experience or familiarity with a medical office.
11. Competent injection and phlebotomy skills.

PERFORMANCE STANDARDS

1. Complete projects on a timely basis according to center requirements and standards.
2. Participate within team structure at a responsible level including attending all meetings and trainings as required.
3. Analytical thinker with qualitative and quantitative analysis skills.
4. Anticipates and solves problems under their control prior to any adverse impact on the ministry.
5. Ability to work independently and in all center environments.
6. Strong interpersonal skills including ability to effectively present insights and provide recommendations persuasively, excellent listening skills, and compassionate support skills.
7. Strong written and verbal communication skills.

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Registered Nurse Printed Name

_____ _____/_____/_____

Registered Nurse Signature Date