Position Description

Clinic Nurse

**Department: Operations/Nursing Date Prepared: April 2009**

**Reports to: Operations/Nursing Location: All Clinics**

**OVERALL RESPONSIBILITIES:**

To uphold Clinica Family Health Services’ mission to provide the highest level of continuously improving quality medical, dental, and behavioral care, health education and preventive services possible to the uninsured and underserved, embracing the values of:

* Service to Others
* Creativity
* Diversity
* Excellent Teamwork
* Do the Right Thing
* Make Clinica a Great Place to Work

**This job exists to:** Provide direct nursing care to our patients, assist the providers and pod team members and provide support to the Nurse Team Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Assist Nurse Team Managers with pod patient flow, including nurse visits, co-visits, and group visits.
* Utilize nursing process; provide professional nursing care in a clinic setting.
* Assist in establishing nursing care plans; participate as member of health care team planning for and providing optimal patient care.
* Provide safe, comfortable, therapeutic environment for patients and families.
* Educate patients on prevention of disease and promotion of health maintenance.
* Identify changes in clinical signs and symptoms in life threatening situations and initiate appropriate measures.
* Evaluate outcome of patient care, consult with other professionals as required, and adjust nursing care processes as necessary to ensure optimal patient care.
* Maintain own daily schedule of patients.
* Assist other members of team.
* Administer medications.
* Assist with OSHA, CLIA and the Cancer Screening Programs.

**ADDITIONAL DUTIES AND RESPONSIBILITIES FOR PODs 2.0:**

* Participate as member of health care team, planning for and providing optimal patient care.
* Provide direct patient care through nurse visits and the use of nursing protocols.
* Provide co-visits in collaboration with providers and medical assistants. Responsibilities include initial assessment, documentation and patient education.
* Co-visit visits are acute visits that include but are not limited to ear pain, rash, blood pressure check, cough and colds symptoms, and UTI’s, etc.
* Provide patient education at medical appointments including anticipatory guidance, information about chronic care, disease prevention and the promotion of health maintenance.
* In collaboration with providers, provide care management to a small panel of complex patients who need increased clinical support, coaching, and or close follow-up
* Manage daily nurse schedule in conjunction with Nurse Team Manager; participate in daily pod huddles and weekly team meetings.
* Assess patient needs and acuity over the phone. Triage patients accordingly.
* Manage patient tasks and patient/provider follow-up with assistance from team.
* Utilize nursing process; provide professional nursing care in a clinic setting.
* Accurately document patient care in electronic health record.
* Support Care Team MAs as needed/requested.

**OTHER DUTIES AND RESPONSIBILITIES:**

* Maintains a safe work environment by remaining informed of and compliant with the clinic’s safety policies, and in particular by application of safe practices in area of own responsibility.
* Compliance:
* Knowledgeable of and compliant with laws and regulations governing area of responsibility.
* Responsible for reporting any potentially non-compliant conduct.
* Cooperates fully with our Compliance Officer in upholding our Compliance Plan
* Performs other duties and responsibilities as required.

**SUPERVISION:** None

**SCOPE OF AUTHORITY:**

1. Provide patient education.
2. Evaluate and provide care to patients within the scope of professional knowledge and ability.

Progress is reviewed quarterly and results are measured and formally evaluated annually.

**POSITION QUALIFICATIONS:**

1. **Education / Experience**
2. RN licensure from an accredited school required. BSN preferred.
3. Two years experience in community health preferred.
4. **Knowledge, skills and abilities:**
5. Ability to flourish in a team management system.
6. Experience with electronic health record preferred.
7. Sensitivity to low income, ethnic minority community.
8. Critical thinking
9. Bilingual in Spanish required.
10. Excellent leadership skills.
11. Coaching skills.
12. Interacts with colleagues, team, and all staff in a professional and collegial manner
13. Strong computer skills.

**PRINCIPAL WORKING RELATIONSHIPS:**

* All Clinica employees and managers
* Patients
* Outside contacts such as community, other healthcare providers

**MATERIALS AND EQUIPMENT DIRECTLY USED:**

* Medical supplies and equipment
* Computer/Lap Top/Tablet
* Data and data-based development and resources
* Telephone, Cell phone

**WORKING ENVIRONMENT / PHYSICAL ACTIVITIES:**

* Risk of exposure to blood borne pathogens.
* Usual office environment.
* Ability to travel from clinic to clinic as required.
* Evening or weekend work may be required.