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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Registered Nurse

**Reports To:** Office Manager/ Physician

**Supervises:** N/A

**Job Summary:** The office nurse, under the supervision of the Office Manager, is responsible for assisting in the delivery of health care and patient care management.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Acts as liaison between provider and patient.
* Triages all medical calls.
* The ability to perform immunizations and assists and provides other patient care services as directed by the physicians
* Refills prescriptions as directed by provider and documents the refill
* Assist with procedures utilizing aseptic technique and application of minor dressings
* Communicates plan of care to patients as directed by provider, including test results, scheduling of specialized tests, setting up home therapies for patient use and other patient education
* Communicates restocking needs to appropriate personnel in a timely manner
* Acts as a referral and teaching model for medical assistants
* Facilities communication between nursing and front desk staff for optimal patient care
* Assists the provider in emergency situation
* Checks expiration dates on all samples and formulas at regular intervals
* Checks expiration dates on the emergency cart, making sure supplies are replenished
* Follows OSHA and safety requirements
* Attends required meetings and participates on PCMH teams as requested
* Maintains a professional and positive attitude with interacting with patients and other staff members
* Vaccine Management
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for protecting patients’ demographic, clinical and financial information
* Performs other job-related duties as assigned

**Education and Experience**

* RN standards according to ANA
* Current Rhode Island Nurse License

**Knowledge, Skills and Ability**

* Capacity to collaborate with colleagues and teammates as necessary to ensure quality work
* Ability to foster a cooperative work environment
* Ability to organize, prioritize and schedule work assignments
* Ability to multi-task and operate under pressure with the skills to think critically and problem solve
* Excellent interpersonal and communication skills (both verbal and written) with the capability to effectively communicate with employees, patients, providers, insurance companies, etc.
* Must be committed to providing superior customer service to all
* Must be flexible and receptive to change with the ability to learn quickly and retain new information
* Ability to use technology with proficiency in Microsoft Office applications such as: Outlook, Excel and Word, eCW
* Detail and process orientated with a focus on accuracy and efficiency

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to [15] pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position
* Ability to perform work of medium-to- heavy demand, which includes tending to patients with mobility limitations.
* Will work with blood or blood- borne pathogens and will require OSHA training.

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_