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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***)**

* Provides triage and document review services that require clinical judgement and interpretation and acts as a liaison between the patient and their primary care provider.
* Assists with direct patient care procedures and related tasks such as: lab tracking and data entry, document management, obtaining patient histories and vital signs, verifying medication lists, preparing charts and pre-visit planning
* Clinical Staffing coordination and maintaining staffing schedules.
* Performs routine specialized procedures, such as EKGs, rapid strep, urine dips, spirometry, nebulizer treatments, etc.
* Administers injections including vaccines and medications
* Reviews lab results, imaging results, consultation notes, and discharge summaries and identifies those that need to be directed to the respective clinicians for review
* Triages urgent medical calls
* Educates and advises patients on specified medical issues within established parameters
* Reviews telephone encounters or other communications to the office to identify and prioritize those that require the attention of a clinician
* Communicates the plan of care to patients as directed by clinicians, including test results, scheduling of specialized tests, setting up home therapies for patient use and other patient education
* Attends required meetings and daily huddles
* Seeks guidance and resources, when necessary, in care and treatment of patients
* Maintains a professional and positive attitude in interactions with patients and other staff members
* Provides guidance and direction to colleagues and acts as a resource for medical assistants
* Maintains stock levels for medicines and medical supplies as needed
* Monitors and audits vaccine refrigeration temperature in line with Department of Health Regulations
* Practices safety, environmental and/or infection control methods
* Complies with OSHA and DOH standards
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines for protecting patients’ demographic, clinical and financial information
* Provides superior customer service and outstanding patient care
* Attend meetings/workshops as they relate to current position and office workflows
* Performs other miscellaneous 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_