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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Pediatric Practice Nurse

**Reports To:** Practice Manager

**Supervises:** N/A

**Job Summary:** Assists the providers within the pediatric office in delivering the best patient care possible.

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

* Triages medical calls, and relays necessary clinical information to the appropriate party (patient, parent, family member, provider, etc.)
* Assists with direct patient care services and related tasks such as: rooming patients, obtaining vital signs, documenting patient histories, medication reconciliation, preparing charts and pre-visit planning
* Performs routine specialized procedures as directed by the provider including, but not limited to: EKGs, rapid strep, urine dips, suture removal, ear irrigation, sling application and breathing treatments
* Administers injections including immunizations and medications
* Communicates with patients as directed by provider including: test results, scheduling of specialized tests, patient education and other outreach as needed
* Manages and tracks vaccine supply, usage and administration
* Maintains knowledge of required forms and documentation needed for each pediatric age group and completes/provides the patient information as necessary
* Trains and mentors medical assistants on standard procedures and protocols
* Manages the Medical Assistant coverage schedule and makes daily adjustments as needed
* Communicates restocking needs for medical supplies to the practice manager in a timely manner
* Monitors supply of sample medications and infant formula for valid expiration dates
* Ensures the emergency cart and defibrillator supplies are replenished and up-to-date
* Attends required meetings and office huddles
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for safety protocols and protecting patients’ demographic, clinical and financial information
* Performs other job-related duties as assigned

**Education and Experience**

* Valid RI RN or LPN license (in good standing)
* Previous experience working in a medical practice setting
* Familiarity with administering immunizations to pediatric patients
* Prior experience utilizing an electronic medical record
* Maintain a valid CPR Certification

**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
* 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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*February 2022*