

**Job Description**

**Job Title:** Clinic Nurse

**Job Code:** 110

**Classification:** Non-Exempt

**Reports to:** Clinical Staff Supervisor

**Creation Date:** 03/21/18

**Job Description Summary:**

Under direction of the Clinical Manager the Clinic Nurse is responsible for assisting in the delivery of health care and patient care management.

**Essential Duties and Responsibilities:**

* Performs selected nursing and administrative duties, and assists the physician as part of the clinical care team.
* Conducts pre-visit planning by reviewing and updating patient charts prior to appointment with recent test results and correspondence and determines needed services per practice protocol.
* Confers with physician regarding any incomplete patient tests/consults or other incomplete orders prior to patient visit.
* Prepares patients for examination and treatment escorting them from the waiting area to the exam room and taking histories and vital signs.
* Prepares, cleans and maintains exam and treatment rooms.
* Gives injections and draws blood; assists with EKGs, OB/GYN exams and office procedures as needed; provides other patient care services as directed by the Physician, Physician Assistant or Nurse Practitioner.
* Maintains sample medication records, administers medication upon physician order and responds to medication requester per practice protocol.
* Prepares and maintains clinical supplies and equipment.
* Triages and responds to patient communications within practice policy.
* Assists with scheduling tests and treatments, pre-certifying patients for hospital care and/or procedures, and processing referrals to other providers.
* Coordinates care with disease management or case programs as needed.
* Contributes to the development of policies and procedures.
* Participates in professional development activities and maintains professional affiliations.
* Creates, maintains, copies and files patient files, records and other information as needed.
* Maintains strict confidentiality.
* Treats staff, physicians, visitors and patients with dignity and respect.
* Performs other related work as required.

**Job Qualification Requirements:**

**Education:** Graduate of an accredited Licensed Practical Nursing program or an accredited Registered Nurse program.

**Licensure/Certification:** Current Licensure through State of Indiana required. CPR certification required.

**Experience:** One to three years of clinical experience required. Knowledge of medical equipment and instruments, common safety hazards and precautions and treatment room procedures required. Ability to maintain strict confidentiality.

**Physical Requirements:** Must be able to stand and walk for extended periods of time; push, pull and reach. The ability to move and lift patients, when necessary. Occasionally lift up to 20 lbs.