



Posting Date: July 1, 2019

REGISTERED NURSE

FULL-TIME

PROVINCETOWN

SUMMARY/OBJECTIVE

To provide professional nursing care and support for urgent care center patients receiving treatment and evaluation to all age groups ensuring patient continuity and quality outcomes.

ESSENTIAL FUNCTIONS

- Renders other treatment as ordered by providers, e.g. IVs, pulse oximeter.
- Assists in triaging patient telephone calls and walk-ins to identify need for urgent care and to make appropriate referrals required for the management of patient care.
- Obtains required specimens and performs or requests diagnostic laboratory tests; communicates results to provider. Ensures that physician and patient are notified of abnormal test results.
- Independently sees patients for routine visits such as blood pressure checks, allergy injections, minor wound care, uncomplicated suture removal, etc., all according to OCHS Nursing Protocols.
- Seeks appropriate and timely guidance from the Nurse Manager depending on the concern.
- Carries out role and functions with a performance improvement perspective.
- Maintains patient privacy and confidentiality of information at all times during the urgent care visit.
- Maintains patient's records with accurate and timely documentation in the Electronic Medical Record (EMR).
- Provides or arranges for patient education. Instructs patients in the proper use of medical equipment, prescribed regimens and other nursing care regimens.
- Promotes and supports teamwork by collaborating with team members including Medical Assistants, Patient Service Representatives, and Patient Providers.

ADDITIONAL DUTIES

- Maintains and enhances professional nursing skill and knowledge by attending continuing education programs. Fulfills Massachusetts's requirements for continuing nursing education.
- May assume charge responsibilities as required.
- Assist providers in urgent care procedures. Implement orders for EKG's, dressing changes, suture removal, ear lavages, splinting, injections, IV insertion, and IV infusions.
- Performs other related duties as required or assigned.
- Other related duties and projects as assigned.
- Adheres to the NPSG (National patient Safety Goals) that are applicable to ambulatory care centers:
 - **Goal 1** – Improve the accuracy of patient identification
 - **Goal 3** – Improve the safety of using medications

- **Goal 7** – Reduce the risk of health care-associated infections
- **Universal Protocol** – Preventing wrong site, wrong procedure and wrong person surgery

CORE COMPETENCIES/CORE CLINICAL COMPETENCIES

- Communication
 - Oral communication
 - Customer orientation
- Interaction
 - Building/strengthening collaborative relationships
 - Building trust
 - Influencing others
 - Teamwork
- Achieving Results
 - Initiative
 - Thoroughness
 - Problem solving
 - Functional knowledge and skills

REQUIRED QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Basic Nursing assessment skills, telephone triage skills and excellent documentation skills required. IV skills required in addition to Basic Life Support (BLS)
- Position requires successful completion of an accredited school of nursing and a current R.N. license from the Massachusetts State Board of Registration.
- Minimum of one (1) year professional nursing experience (emergency department, urgent care, (ambulatory primary care setting, preferred) or comparable experience.

PREFERRED QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Bachelor’s Degree preferred

PHYSICAL AND MENTAL JOB REQUIREMENTS

- Exposure to:
 - Radiation
 - Chemicals
 - Hazardous waste
 - Acidic or harsh substances
 - Infectious bacteria/viruses
 - Infectious diseases
 - Blood-borne pathogens
 - Bodily fluids
- Use of and/or subject to:
 - Vehicle
 - Light equipment
 - Heavy equipment
 - Moving mechanical parts
 - Computers/monitors

- Confined spaces
- Vibration
- Physical requirements:
 - Occasional lifting/carrying up to 25 lbs
 - Occasional motor control
 - Frequent bending
 - Occasional squatting
 - Occasional kneeling
 - Occasional reaching
 - Frequent standing
 - Frequent sitting
 - Frequent walking
 - Frequent fine motor control
 - Frequent repetitive motion
 - Occasional finger dexterity
 - Occasional grasping/holding
 - Frequent handwriting and typing
 - Frequent visual perception
 - Frequent visual inspection
 - Frequent hand/eye coordination
 - Frequent color distinction
 - Frequent hearing
 - Frequent speaking
 - Frequent smelling
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple patients, tasks, and/or projects
 - Organize and prioritize the work schedules of others to manage multiple patients, tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Make decisions that have an impact on the health and wellbeing of patients
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Communicate complex medical information to patients and patient families
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Analyzing/examining/testing data
 - Emotional/behavioral self-regulation

- Interacting with others

WORK ENVIRONMENT

- The functions of this role are conducted in a clinical environment.

HOURS OF WORK

- This role is paid on 40-hour work week basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday or Saturday through Saturday work week. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 40 per week are required.

AAP/EEO STATEMENT

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

WE RECOGNIZE THAT THE DIVERSITY, TALENT, INNOVATION AND COMMITMENT OF ALL OF OUR EMPLOYEES CONTRIBUTE TO OUR STRENGTH AND ARE MAJOR COMPONENTS OF OUR SUCCESS.