**Lifespan Health Center**

**Job Posting**

**POSITION: RN REQUISITION: #1206**

**LOCATION: Unspecified**

**Posting Date:** 9/2/21  **Expiration Date:**

**Department:** Clinical Support **Salary Range:** Dep. on education & exp.

**Reports To:** Director of Nursing & Nursing Manager **Status:** Non-Exempt

**Position Hours:** Monday – Friday,8:00am-5:00pm w/required lunch break

**POSITION SUMMARY**: The Clinic Nurse, RN works as part of the clinic provider team and assists the physicians and mid-level practitioners in the provision of primary health care. The Clinic Nurse, RN holds current RN licensure in Tennessee, as well as a Basic Life Support Certificate and may hold additional advanced certificates in related modalities, such as ACLS, PALS, etc. The Clinic Nurse, RN provides limited direct patient services and performs specifically designated independent procedures.

**CORE DUTIES/RESPONSIBLITIES:** (NOTE: Some duties and responsibilities will require documented training and supervision prior to the RN being allowed to perform independently. This will be completed and documented by the Nursing Manager and/or the provider involved.)

1. Assures comfort and prompt attention to all patients
2. Prepares patients for examination including the identification of the chief complaint, Review of Systems, and the taking of vital signs, height, weight, etc. and ensures smooth patient flow throughout the clinic.
3. Conducts all routine procedures as requested, including hearing and sight examinations.
4. Collects specimens and delivers to the clinic laboratory, assists with routine laboratory procedures when necessary, and informs patients of various lab results when tasked by the provider.
5. Assists physicians and mid-level practitioners in healthcare activities, performance of diagnostic and/or therapeutic procedures, and the administration of medications as necessary.
6. Administers vaccines and immunizations as ordered by the provider and enters data into TWIS when applicable.
7. Ensures patient confidentiality and provides patients with needed information.
8. Assists with stocking and maintaining the examining rooms, special treatment rooms, crash carts, and labs.
9. Assists in keeping patients’ medical records up to date with appropriate and timely documentation.
10. Ensures an appropriate environment for the administration of healthcare by keeping exam rooms, nurse’s stations, all equipment, and other work areas clean, safe, and orderly.
11. Returns all patient telephone calls.
12. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
13. Collaborates with other staff to achieve improved patient care & outcomes, improved patient experience, and coordinated care across multiple settings.
14. Participates in team meetings and huddles, engage in patient pre-visit & advanced care activities, and participate in activities of Patient Centered Medical Home (PCMH) directly or indirectly.
15. Provides patient with evidence-based & self-care education and timely communication.
16. Responds to standing orders.
17. Tracks lab tests and follows up on any missing or late test results as appropriate.
18. Maintains various logs, equipment checks, and monthly reports for quality purposes.
19. Completes necessary trainings and educations as required to maintain licensure and certifications.
20. Stocks and maintains sample medications and log.

**EDUCATION/EXPERIENCE:**

1. Tennessee Certification of practice as a Registered Nurse.
2. Greater than 3 years’ experience is a medical or facility setting preferred.
3. Higher level education (BSN, etc.) preferred.
4. Certified in Basic Life Support.
5. Certification in at least one related modality, such as ACLS, PALS, etc. preferred.
6. Ability to use general office equipment, including fax machines.
7. Current, valid driver’s license and proof of auto insurance.

**TO APPLY:**

External Applicants: Please submit a current resume to any Lifespan location.

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| ***EQUAL OPPORTUNITY EMPLOYEER***  *It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.* |