



**PEOPLE'S CENTER HEALTH SERVICES
Job Description**

JOB TITLE: Registered Nurse
DEPARTMENT: Medical Clinic
EXEMPT: Yes
SUPERVISOR: Sr. Director of Quality and Clinic Integration

SUMMARY

To promote efficient flow by triaging the phone calls and drop in patients. Provide nursing information to patients by telephone and client contact. Make appropriate referrals as directed by providers. Provide back up patient care as needed. Provide nursing information and education to diabetic patients and Family Planning Special Projects patients by telephone and/or client contact. Participate and provide leadership to the clinic's diabetes team, electronic medical records, and help to structure and implement the medical home model.

QUALIFICATIONS

Education

Graduate from an accredited nursing program.

Experience

One to two years experience in a clinic/medical setting.

CERTIFICATION/LICENSURE

Current Minnesota RN licensure

KNOWLEDGE, SKILLS AND ABILITIES

- Bilingual in Somali and/or Oromo strongly preferred.
- Knowledge of community nursing theories and practices.
- Knowledge of clinic nursing theories and practice.
- Able to formulate answers to basic nursing/medical questions, and refer to appropriate staff.
- Ability to relate to and communicate with people of diverse backgrounds, training and experience.
- Ability to exercise initiative, judgment and decision-making in triaging patients and directing nursing personnel.
- Ability to react calmly and effectively in emergency situations.

RESPONSIBILITIES

Promotion of Efficient Patient Flow

- Assure phone calls are answered promptly.
- Returning phone calls promptly.
- Fax information as needed to appropriate facilities within HIPAA guidelines.
- Assist with nursing duties such as, patient rooming, and administering injections.

Perform Designated Nursing Functions

- Review and follow-up on all birth control orders.
- Read Mantoux's, appropriately document results, make referrals for further follow-up as needed.
- Seek provider opinion on patient follow-up as needed.
- Triage patient phone calls, answering questions when appropriate, and referring patients to medical care as needed.
- Dispense medications to patients under clinic protocol.
- Monitor and order pharmacy and medical supplies.
- Conduct Obstetrical intakes—as scheduled.

Patient Referrals And Follow-Up

- Implement the scheduling of referrals as directed by provider.
- Communicate referral information to clients.
- Review and assure completion of referrals monthly.
- Initiate follow-up procedures.

Patient Education

- Teach patients about diabetes in individual or group settings based on current standards of care for Diabetes.
- Instruct and verify patients understanding and that they are utilizing proper medication usage for their prescribed medications.
- Teach women about natural baby spacing and other birth control methods.

Staff Education

- Orientate new medical assistants, nurses, and laboratory personnel.
- Oversee and coordinate activities of the evening clinics.
- Participate in health education seminars.

Participation in Clinic Operations

- Participate in staff meetings
- Other duties as assigned by Clinic Director