

Klamath Health Partnership

Job Description and Responsibilities



Position: Registered Nurse

Salary Range: \$\$\$
Status: Regular, Full Time
Reports to: Clinical Services Manager
Location: Klamath Open Door

The Registered Nurse, under the direction of the Clinical Services Manager and in conjunction with directives and standing orders set by the Medical Director, provides walk-in and phone triage services, nurse visit services, clinical case management, all aimed at enhancing patient-centered care and maximizing outcomes across the patient care continuum. In conjunction with the Clinical Services Manager, the Registered Nurse provides oversight to the daily operations of the Medical Assistants assigned to their care team.

As a leader in this organization, all comments, attitudes, actions, and behaviors directly affect the Clinic and perception of quality service. Interaction with patients, providers, co-workers, supervisors, etc., must be in a manner that is friendly, supportive, courteous, respectful, cooperative, and professional. This behavior should promote an atmosphere of teamwork congruent with KHP's standards and guidelines to promote positive relations.

Key Responsibilities

Triage

- Manage phone calls and walk-in triages using nursing judgment and "Telephone Triage Protocols" book and seeking provider input as needed
- Determining the level of care needed for each triage patient, whether or not they need immediate provider care, Emergency Department care, an urgent care nurse visit, or a regularly scheduled provider visit.

Nurse Visits

- Providing care for patients who present for nurse visits for immunizations, injections, BP checks, etc....
- Providing urgent care nurse visits, using standing orders for diagnostic procedures and treatment, and seeking provider input as needed for things such as simple UTI's, strep throat, flu, pregnancy testing, etc....

Case Management

- Provides case management from the patient's entry into the healthcare system to specialty care to hospital admission/ED visit to follow-up care. Coordinates care and resources with the healthcare team to achieve optimal patient outcomes.

Klamath Health Partnership

Job Description and Responsibilities



- OB tracking and management
- Patient education such as smoking cessation, diabetic education, weight loss/diet education, etc....

Patient Care

Provides patient care as needed per provider orders such as:

- Starting and maintaining IV lines and administering IV medications and fluids
- Performing urinary catheterization
- Wound care

Other duties

- Assisting with training of new hire nurses and MA's
- Performs other duties as assigned according to the needs of patients and the organization.

Desired Knowledge, Skills, and Abilities:

- At least (1) year of experience as a nurse or in the medical field is preferred
- Bachelor's or Associate's degree in nursing
- Current R.N. or L.P.N. licensure in the state of Oregon
- Current ACLS certification, or the ability to obtain within 3 months employment
- BLS healthcare provider card
- Possess and demonstrate critical thinking skills and clinical problem-solving techniques
- Possess the tact necessary to deal effectively with patients, providers, and employees
- Possess the knowledge of modern office equipment, systems, and procedures
- Must have excellent teamwork skills and possess the ability to communicate both verbally and in writing
- Physical demands – Lifting 5 to 25 pounds occasionally from floor to upper shelves.

Accommodations

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is expected to work Monday through Friday, 8:00 a.m. – 5:00 p.m., and will be called upon to work extended hours and Saturdays from time to time. While performing this job's duties, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel. The employee must occasionally lift and/ or move up to 25 pounds. This job's specific vision abilities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Klamath Health Partnership

Job Description and Responsibilities



Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

Klamath Health Partnership

Job Description and Responsibilities



I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Human Resources Generalist

Date