

Mason City Clinic Job Description

Job Title: Clinic Registered Nurse
Department: Nursing – Various specialty departments

JOB SUMMARY

This position accepts the responsibility and accountability for the delivery of patient care with the multidisciplinary team while using the nursing process and maintaining professional nursing standards.

The Clinic Registered Nurse is responsible for managing nursing care essential to the assessment, promotion, maintenance, and restoration of patient's health and wellness within their scope of practice. The Clinic Registered Nurse will direct and support nursing/clinical personnel providing patient care within the facility as assigned by the Clinic Nursing Manager. This includes the evaluation, revision, and implementation of clinical policies and procedures related to the delivery of safe and efficient quality nursing care, in-services and performing clinical staff functions.

ORGANIZATIONAL SUMMARY

- A. Reports to: Clinic Nurse Manager/Clinic Nurse Supervisor
- B. Supervises: As designated by Clinic Nurse Manager
- C. Key Working Relationships: Providers, Vendors, MercyOne and Mason City Clinic Administration, MercyOne Director, Clinic Nurse Manager/Clinic Nurse Supervisor, clinic staff, and other departments/representatives within Mason City Clinic, MercyOne-North Iowa, and network hospitals/clinics.
- D. Primary Customer Groups: Patients and families served within MercyOne-North Iowa
- E. Age/Population of Patients Served:

<input type="checkbox"/>	Neonatal	<input type="checkbox"/>	Adolescent	<input type="checkbox"/>	Geriatric
<input type="checkbox"/>	Pediatric	<input type="checkbox"/>	Adult	<input checked="" type="checkbox"/>	All Ages

ESSENTIAL FUNCTIONS

- A. Maintains up-to-date knowledge in the area of nursing care as it relates to the ambulatory setting and age specific patient populations.
- B. Coordinates daily clinic operations in the assigned specialty department as they pertain to patient care.
- C. Assists with training and serves as preceptor/mentor of clinical personnel as needed.
- D. Facilitates the clinical development of staff and assists in identifying staff education/in-service needs.
- E. Assists with monitoring and validation of staff competencies as directed by nursing manager.
- F. Communicates and collaborates with staff/providers/clinic nursing manager/clinic nursing supervisor/other members of the management team regarding operational issues, patient care concerns, policy/procedure issues and staffing on an ongoing basis.
- G. Helps to ensure compliance with clinical policies and procedures as they relate to clinical

- operations, regulatory standards, third party payers, and professional organizations.
- H. Displays a collaborative approach during clinical staff meetings
 - I. Assists with on-going educational support and training to clinical staff as needed.
 - J. Assists in maintaining department budget by collaborating with nursing manager regarding ordering of supplies, minor equipment and capital equipment purchases.
 - K. Supports Process Excellence concepts and continuous process improvements to ensure quality patient care and improve customer satisfaction.
 - L. Assesses patient complaints and symptoms, implements appropriate nursing interventions, assists with plan for medical interventions, and assists in the evaluation process of planned interventions. Facilitates communication among all team members regarding the patient's plan of care. Assists with provider's plan and evaluation of medical interventions.
 - M. Maintains required department confidentiality and abides by HIPPA regulations.
 - N. Performs duties of Medical Assistant/Clinic Nurse as outlined in the Medical Assistant/Clinic Nurse job description.
 - O. Takes an active role in enhancing ability to carry out job functions through personal and professional/job-related growth and development, and participates in departmental education programs.
 - P. Supports and abides by all organization, department, and safety policies and procedures. Proactively identifies safety concerns surrounding the work environment.
 - Q. Performs other responsibilities as requested by nursing manager/nursing supervisor/other members of the management team.

ADDITIONAL FUNCTIONS

- A. Participates in/facilitates student educational experience in clinic.
- B. Acts as a liaison between Clinic and MercyOne – North Iowa and outside referring agencies.

POSITION QUALIFICATIONS

- A. Education:
 - 1. Graduate of a school of nursing is required.
 - 2. A current Iowa License as a Registered Nurse is required.
- B. Experience:
 - 1. Six months of experience in an ambulatory setting preferred.
 - 2. Experience in leadership role in an ambulatory care setting is preferred.
- C. Special Skills and Competencies:
 - 1. Knowledge of management and nursing organizational theory to assist with the operations of clinical staff in assigned specialty department.
 - 2. Knowledge of the principles and practice of employee development to train and mentor staff.
 - 3. Knowledge of medical safety practices and standard requirements to evaluate existing standards and implement new procedures that are age specific.
 - 4. Skills in applying and modifying the principles, methods, and techniques of professional nursing.
 - 5. Skills in preparing records, writing reports, and responding to correspondence including

good typing skills.

6. Skills in anticipating and reacting calmly to emergency situations.
7. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making.
8. Skills in establishing and maintaining effective working relationships with patients, medical staff, and the public.
9. Ability to plan, prioritize, organize and coordinate the work of others.
10. Ability to communicate clearly and effectively.
11. A sense of and willingness to accept responsibility and to be accountable for own actions.

x	Must provide proof of Basic Life Support (BLS Healthcare Provider, American Heart Association; or American Red Cross, Professional Rescuer-LIVE class only) via current card prior to employment or within 60 days of hire and maintains current status.
x	Completes Mandatory Reporting: Child and Dependent Adult Abuse requirement within 6 months of hire and renews this requirement every 3 years.
	Completes Advanced Cardiac Life Support (ACLS) – American Heart Association within 6 months of hire and maintains current status.
	Completes Pediatric Advance Life Support (PALS) – American Heart Association within 6 months of hire and maintains current status.
	Completes Neonatal Resuscitation Program (NRP) – American Heart Association within 6 months of hire and maintains current status.
	Completes MANDT Training within 6 months of hire and maintains current status.
	Completes Trauma Nurse Core Course (TNCC) within 6 months of hire and maintains current status.

Motor Vehicle:

Required to operate _____ MercyOne Vehicle _____ Personal Vehicle X N/A

Frequency of operation: _____ daily _____ weekly _____ monthly _____ quarterly

List any special licenses or requirements for Mason City Clinic/MercyOne vehicle operation:

 Note: If required to operate vehicle, will need to maintain valid driver's license and provide proof of adequate insurance coverage.

MACHINES, TOOLS AND EQUIPMENT

A. (List machines, tools and equipment that serve a major function of the job, use group titles of equipment, identify unique or specialized equipment.)

- EKG
- Nebulizer
- Emergency Equipment
- Department specific testing & procedure equipment
- Telephone
- Pulse Ox
- Computer
- Multi-function device
- Primex Medication monitor
- Computer
- Vital sign equipment

REVIEWED/COMPLETED BY:

Title	Name
Mason City Clinic Administrator	Dana Young, MBA
MercyOne Nursing Manager Specialty Clinic at Mason City Clinic	Ruth Bierschenk, RN
MercyOne Interim Director of MercyOne Specialty Clinic at Mason City Clinic	Charles Kelch

VII. PHYSICAL JOB DEMANDS

Department: Nursing Various Departments	Mason City Clinic	Position: Clinic Registered Nurse
ESSEN is marked with an X if the particular demand or category is relevant to the purpose of the job.	SIDE refers to the side or limb required to execute a task. If it is marked E, it indicates either side, the most common choice is listed first. D refers to dominant and B to both sides.	Frequency Ratings Continuously- 67-100 % or 62 times an hour Frequently – 34-66 % or 12-62 times an hour Occasionally – 0-33 % or 1-12 times an hour Rarely- 7 or less times a day (R) Weekly – Once a week (W)

Physical Demands	E S S E N	S I D E	Rarely/ Weekly	O C C A S I O N A L	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
S T R E N G T H	Lifting - Floor to waist	X		10 lbs.					
	Lifting - Waist to Shoulder	X		7 lbs.					Chart / supplies
	Lifting – Shoulder to Over Head	X		2 lbs.					Supplies
	Carrying - With Handles	X		5 lbs. Rarely					Nebulizer
	Carrying - Without Handles	X		35 lbs. Rarely 50 lbs. Weekly	15 lbs.				Patient Sterilization bins
	Pushing - Upper Extremity	X			10 lbs.				Office chair 3 ft.
	Pushing - Hip/Leg Assist	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 30 ft.
	Pulling - Upper Extremity	X			10 lbs.				Office chair 3 ft.
	Pulling - Hip/Leg Assist	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 5 ft.
Reach - Shoulder or Above	X		Rarely					Stocking supplies	

Physical Demands		E S S E N	S I D E	Rarely/ Weekly	O C C A S	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
	Reach – Shld/Above extnd			Weekly						
	Reach - Below Shoulder	X				X				Drawers
	Reach - Bel. Shlder extnd			Weekly						
	Handling	X				X				
	Gripping	X				X				Blood pressures / gait belt / wheelchair handles
	Fine Finger Movements	X				X				Computer
E N R G	Aerobic (percent)	X						95 %		
	Anaerobic (percent)	X						5 %		
	High Energy Expenditure	X						95 %		
	Low Energy Expenditure	X						5 %		
P O S T U R E + M O	Neck - Static Flexion	X			X					
	Neck - Static Neutral	X				X				
	Neck - Static Extension	X		Rarely						
	Neck - Rotation	X				X				
	Throwing								N/A	
	Sitting	X			X					
	Standing	X				X				
	Walking	X				X				
	Climbing - Arms and Legs									N/A
	Climbing - Legs Only	X			X					Stairs
	Bending/Stooping	X			X					Patient care
	Crouching	X			X					
	Kneeling									N/A
Crawling									N/A	
Twisting	X					X			Patient care	
Balancing									N/A	
Running/jumping									N/A	
G E N	Traveling	X			X					Outreach sites
	Work Alone	X				X				
	Interact with Public	X					X			
	Operate Equip/Machinery	X				X				
	Irregular/Extended Hours	X			X					
P E R	Hearing - Conversations	X					X			
	Hearing - Other Sounds	X				X				
	Vision - Far	X				X				

Physical Demands		E S S E N	S I D E	Rarely/ Weekly	O C C A S	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
C E P T I O N	Vision - Near	X				X				
	Vision - Color	X			X					
	Vision - Depth	X				X				
	Feeling (Tactile)	X			X					
	Reading	X x				X				
	Writing	X				X				
	Speech	X					X			
W O R K E N V I R O N M E N T	Inside Work	X					X			
	Outside Work							N/A		
	Hot Conditions >77 deg. F			Weekly						
	Cold Conditions <50 deg. F							N/A		
	Humid			Weekly						
	Dust							NA		
	Vapor Fumes	X			X					
	Hazardous Machines							N/A		
	Proximity to Moving Object	X				X				Congested halls and nursing stations
	Noise	X				X				
	Electrical Hazard	X			X					
	Sharp Tools	X			X					Needles / Blades
	Radiant/Thermal Energy	X		Rarely						
	Slippery Conditions	X		Rarely						
	Vibration and Related	X		Rarely						
	Chemical Irritants	X			X					
	Organic Substances	X				X				
	Medical Waste	X			X					
	Blood Products	X			X					
	Congested Worksite	X				X				
	Lighting - Direct	X			X					
Lighting - Indirect	X				X					
Lighting - Adjustable	X		Rarely							
Lighting - Fluorescent	X				X					
Lighting - Incandescent	X			X						
Lighting - Shadows etc.	X			X						
Comments:										