



Central
Neighborhood
Health
Foundation

Dedicated to caring for our community since 1967.

Job Description Registered Nurse (RN)

Department: Healthcare
Reports to: Physician Assistant

FSLA: Non Exempt
Date:

INTRODUCTION:

Central Neighborhood Health Foundation is a Federally Qualified Healthcare Center committed to the Triple Aim as described by the Institute for Healthcare Improvement.

Improving the US health care system requires simultaneous pursuit of three aims: 1) improving the experience of care, 2) improving the health of populations and 3) reducing per capita costs of health care. Preconditions for this include the enrollment of an identified population, a commitment to universality for its members, and the existence of an organization (an "integrator") that accepts responsibility for all three aims for that population.

SUMMARY

The Registered Nurse is a licensed mid-level provider whose credentials have been verified and who has been assigned certain provider privileges by the Chief Medical Officer. The Registered Nurse is third in command of a health care team, under the supervision of a primary care physician. The health care team includes mid-level providers, licensed nurses, medical assistants and ancillary personnel including nutritionists, social workers, case managers and care agents. Under the supervision of the physician assistant, the registered nurse is responsible for coordinating the care of his/her assigned patients, performing necessary care for unscheduled patients with assistance of the healthcare team. Management of care includes direct care as needed, referral to appropriate specialists as well as diagnostic tests and managing continuity of care, including follow up. The Registered Nurse ensures that care of assigned patients meets the HEDIS and meaningful use benchmarks for which they will receive added compensation in the form of performance bonuses. Management recognizes that this requires a team effort and therefore the entire team will also be incentivized.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following functions.

1. Manages activities of clinical staff.
2. Oversees the administrative areas (reception, medical records, patient services) and coordinates their activities. Promotes cooperation of the staff to achieve department objectives and maintains good department relations.
3. Assigns work to staff.
4. Provides direction.
5. Reviews work appropriately.

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6. Ensures that department is run efficiently and in an organized fashion.
7. Oversees and maintains medication records.
8. Collects blood or urine specimens and arranges transport to lab as ordered by physician.
9. Completes clinical documentation and required paperwork in a timely fashion.
10. Identifies need for medical attention, alerts physician of medical concerns and coordinates referrals of service participants for medical care.
11. Assesses and evaluates patient flow in clinical practice sites.
12. Reviews provider schedules periodically to maximize provider efficiency and productivity; coordinates changes with clinical staff and department managers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Required to be a Registered Nurse currently licensed in the State of California.
- BLS Certification
- Bachelor of Science, Nursing (BSN)

WORK ENVIRONMENT

Described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

SUPERVISES

- Medical Assistants

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CONFIDENTIALITY

Maintains patient, employee and Foundation confidentiality at all times, discussing patient or employee business only with appropriate parties who have a bona fide need to know; and communicating only the minimum amount of information necessary with respect to protected health information (PHI) as defined by the Health Insurance Portability and Accounting Act of 1996 (HIPAA).

- 1. AGREEMENT AND ACCEPTANCE**

- 2. I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH AND WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Employee Signature

Date

Print Name

CEO Signature

Date