



# Arroyo Vista Family Health Center

## JOB DESCRIPTION

**Position Title:** Registered Nurse II

Under the direct supervision of the Registered Nurse Supervisor, the Registered Nurse/Charge Nurse II (RN Charge II) is in charge of clinic nursing services, to include nursing, triage, on-site laboratory, patient flow and compliance with agency policy, procedures and protocols, The Joint Commission (TJC) Ambulatory Care and Patient Centered Medical Home (PCMH) standards and program requirements pertaining to nursing and clinical services; provides direct R.N. patient care services with the goal of providing quality nursing care and access to patient care in a professional, compassionate and cost efficient manner.

### **DUTIES & RESPONSIBILITIES:**

1. Responsible for providing direct nursing patient care e.g., patient triage using triage protocol, takes patient vital signs, temperature, height and weight measurements, completes pain assessment, completes nursing assessments, nursing diagnosis, and nursing care plans based on nursing standards of care and agency protocol, monitors patients health status assists providers as needed and documents all nursing care in the Electronic Health Record (EHR).
2. Responsible for assisting physicians and mid-level providers with pelvic examinations and minor procedures following informed consent, time-out, infection control and other related policy and procedure
3. Responsible for assisting the RN with follow-up and tracking of clinic logs: PPD, Lead Level, Pap Smear, Hematocrite, CHDP, Communicable Diseases, Patient Referrals, Emergency Referrals, Banyan Kit, Crash Cart and Locks, Medication Cart, O<sub>2</sub> tanks, Sterilization and Refrigerator Logs and other nursing clinic logs, and with assuring all logs are current, responsible for TJC Infection Control standard compliance, responsible for assuring follow-up of abnormal lab results within 24 hours of receipt of abnormal results.
4. Responsible for assuring that nursing quality control and risk management measures are implemented e.g., assures patient abnormal reports are reported to the providers and RN Supervisor and are appropriately followed up on assures patients are notified per policy, monitors and assures patient log assignments are followed-up on, are documented in a timely manner and are kept current, assures compliance with patient safety, infection control and other nursing/clinic policy and procedure and standards, assures that nursing/MA staff follow AVFHC Risk Management nursing policies and procedures.
5. Responsible for providing patient education, for providing patient counseling on the patient's health care plan, assists patients with completing WIC vouchers and other health and human services forms. and documents accordingly in the patient's EHR.

6. Responsible for opening and closing clinic per policy and procedures, assures preparation of examination rooms and clinical area with e.g., required calibrated equipment, supplies and education materials for the provision of medical and nursing care by providers and nursing staff, responsible for equipment sterilization as assigned and follows safety and infection control policy and procedures.
7. Responsible for patient hospital/Emergency Room (ER) referral arrangements and tracking per providers order, for maintaining the patient hospital/ER referral log, and directory current, assures follow-up to ER referral agencies within 24 hours of the emergency referrals, and follow-up to hospital non-emergency referrals within 15 days of the Hospital referral.
8. Responsible for monitoring the processing of patients through the clinic and for maintaining open communication with providers, nursing and other clinic staff to achieve an optimum patient flow and to assure patient access to care.
9. Responsible for maintaining the integrity of the emergency service Banyan Kit, crash cart medication cart and O<sub>2</sub> tanks and checks them daily, for maintaining the integrity of the emergency drugs and supplies by means of documented routine inspection, per policy and protocol, refrigerated medication and biologicals by means of documented routine inspection per policy and protocol, for inventory, safe keeping, proper storage and updating of medications, vaccines and clinic supplies, and for monitoring daily refrigerator temperature logs to assure temperature is within normal limits.
10. Responsible for assisting with the RN Supervisor with Registered Nurse (RN's), Licensed Vocational Nurses (LVN) and MA's orientation and training including competency skills to provide optimum quality patient care within their scope of practice, actively participates in the nursing services education program.
11. Responsible for assisting the RN Supervisor with maintaining nursing/MA staffing schedules and assignments at least three (3) months in advance responsible for preparing daily nursing staff schedule and assignments, as required, assures staffing schedules and assignments are visible and communicated to nursing/MA staff, identifies and reports nursing staff needs to the RN Supervisor, and responsible for reviewing and signing nursing staff time cards.
12. Responsible for assisting the RN Supervisor with supervision of RNs, LVNs, and MAs, completes nursing/MA performance evaluations, assists the RN Supervisor with assuring RNs, LVNs, and MAs are properly trained and knowledgeable and have the competent skills in order to provide quality patient care within their scope of practice, and performs nursing EHR documentation reviews to assure compliance with EHR documentation policy and procedures.
13. Responsible for assisting the R.N. Supervisor with maintaining an updated Nursing Policy and Procedure Manual, for monitoring implementation of approved policies and procedures, for assuring compliance with Title 22, State Licensing and Certification Regulations, TJC Ambulatory Care and PCMH, and HIPAA standards pertaining to nursing and clinic services.

14. Responsible for participating in the clinic leadership meetings, in the absence of the RN Supervisor, and gives verbal reports on nursing services and any identified issues with recommendations for continuous nursing services improvement.
15. Responsible for attending TJC webinars and for attending clinic meetings as assigned by the R.N. Supervisor, keeps the R.N. Supervisor informed of situations which warrant immediate attention, and provides daily nursing morning and end of shift reports to the R.N. Supervisor.
16. Responsible for actively participating in the agency's internal and external clinical program audits/surveys e.g., TJC internal mock survey, TJC unannounced survey, State Licensing and Certification clinic audit, Managed Care Health Plan surveys, Child Health Disability and Prevention Program audit, Los Angeles County Immunization Program audit and other nursing/clinic program audits and surveys, assists the RN Supervisor with continuous nursing service preparation for audits, and prepares audit/survey corrective action plans as required.
17. Responsible for actively participating in the Improving Organization Performance Program to include e.g., The Joint Commission, Patient Care Medical Home, Infection Control Program, Safety Program, Emergency Preparedness and Annual Skills Competency Training program.
18. Performs other related duties as assigned.

#### **REQUIREMENTS:**

1. Graduate of an approved Accredited School of Nursing
2. Baccalaureate Degree in Nursing
3. Three (3) years RN nursing experience to include progressively responsible team leadership experience.
4. Current California R.N. License, and Current CPR Certificate
5. Computer literate and experience with Electronic Health Records.
6. Effective verbal and written communication skills, Bilingual (English/Spanish), and familiarity with the Hispanic culture, and understanding of cultural diversity.
7. Ability to work well with others in a professional team-oriented environment.
8. Access to an automobile and valid **California driver's license and state mandated automobile insurance.**