



## **Creating and Inspiring Healthier Lives.**

Position Title: Registered Professional Nurse RN  
Department: Medical  
Supervisor: Clinic Manager  
Supervisory Responsibilities: None  
FLSA Status: Non-Exempt  
Home Site: CHCC Clinic

### **Summary:**

The Registered Professional Nurse is responsible for providing comprehensive nursing services including assessment, education, counseling, and prevention services to individuals and families in the Community Health Care Center. Activities are performed in accordance with the licensure of the state of Montana and the policies and procedures of Community Health Care Center.

### **All employees will exhibit the following behavioral traits:**

#### *Integrity and Trust*

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

#### *Mission Integration*

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by CHCC.

#### *Team Relations*

Understands and supports the team approach and integrated model of CHCC. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

### **Essential Job Responsibilities:**

1. Support and closely coordinate primary health care with the patient's primary care provider and, when appropriate other health center providers;
2. Reviews patients' medical records for completeness and updates prior to the patients' visit;
3. Screen and gather information from patients;

4. Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assists the Provider as needed;
5. Executes medical orders for specific drugs, treatments, medications, injections and performs testing or procedures per Provider orders;
6. Assesses the immunization status of patients, administers immunizations, and documents immunization records according to written protocol;
7. Facilitate in-clinic or outside referrals to other community providers and organizations;
8. Participate in care team huddles;
9. Coordinates patient flow to assure patients are seen in a timely manner;
10. Facilitate communication regarding treatment recommendations between specialists or other health providers and the primary care provider;
11. Support patient engagement and follow-up in care;
12. Evaluate patient care plans with care team;
13. Document patient encounters, patient progress, treatment, and follow-up care in the electronic medical record system ensuring proper documentation of clinic visits, diagnosis, treatments, and medications within the scope of nursing practice;
14. Track and document referrals for clinically indicated services outside the community health center (mental health specialty care, substance abuse treatment, surgical, diagnostic imaging, hospitalizations, housing assistance, etc.);
15. Attend and participate in meetings and Quality Improvement activities as required;
16. Serve as a member of committees as requested;
17. Participate in peer review as part of Quality Improvement activities and in compliance with health center policies;
18. Maintains confidentiality according to HIPAA and the HITECH Security Act;
19. Works as a team player with staff and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of the health center program;
20. Performs duties efficiently and effectively;
21. Performs other duties as required;
22. Follows agency and county policies and procedures;
23. Establishes and maintains positive productive working relationships with fellow employees, supervisors, and the public;
24. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports.
25. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing CHCC at meetings and conferences, and attending continuing education and training events.

**Knowledge, Skills and Abilities:**

***Knowledge and understanding of:***

- Primary health care and nursing activities as described in the Montana Nurse Practice Act
- General medical office/clinic practices;
- Community resources;
- Cultural and linguistic sensitivity;
- Basic computer data entry;

- HIPAA Privacy and Security Rules;
- Safety policies and procedures.

***Skills in:***

- Excellent customer service;
- Time management and organization;
- Strong written and verbal communication;
- Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems;

***Ability to:***

- Demonstrate good nursing care;
- Collaborate effectively in a team setting;
- Maintain effective and professional relationships with patients and other members of the care team;
- Assess patients as appropriate to current licensure;
- Respond appropriately to an emergency or crisis situation;
- Adapt to changes in the work environment;
- Manage competing demands, changes in approach or method to best fit the situation;
- Deal with frequent change, delays and or unexpected events;
- Adhere to a high degree of confidentiality and sensitivity towards the families involved;
- Maintain confidentiality and compliance with HIPAA privacy and security rules;
- Work with patients with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner;
- Work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, and homeless, abused and people with mental health conditions;
- Work independently with little direction but also with a team;
- Read and comprehend materials;
- Analyze and compile information;
- Pass a criminal background check;
- Observe required work hours;
- Demonstrate punctuality;
- Meet established timelines and/or deadlines;
- Observe established lines of authority;
- Identify problems that adversely affect the organization and its functions;
- Offer suggestions for improvements.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

*Education/Training*

- Registered Nurse degree required, Bachelor of Science-Nursing preferred
- 3-5 years of experience in a primary health care setting or equivalent

*Certifications*

- State of Montana Nursing License

- Must possess a valid driver's license issued by the State of Montana.

**LANGUAGE SKILLS:**

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

**PHYSICAL REQUIREMENTS:**

- Physical demands 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 individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

**WORKING CONDITIONS:**

- Work indoors in heat-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

**WORK HOURS:**

- Full-time, Non exempt. Typically a 40 hour workweek. Some evenings and weekend hours as needed.

**COMMENTS:**

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

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Employee Signature

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Date

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Immediate Supervisor

Date

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Human Resources Signature

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Date