GENERAL SUMMARY:
Under the direct supervision of the Practice Administrator, the Registered Nurse (RN) is responsible for assisting providers in the examination and treatment of patients as well as acting as a resource for the Medical Assistants (MAs) and LPNs. It is imperative that this position maintain good customer service skills and treat all patients in a friendly, helpful manner. The RN must work as a team player, providing help and support to their co-workers, and demonstrating professionalism through adherence to Ogden Clinic mission, vision, and values.

GENERAL RESPONSIBILITIES:

1. Provide professional and courteous service to all “customers” of Ogden Clinic. Customers include all Ogden Clinic patients, affiliates, providers, administration, employees, co-workers, insurance company representatives, and all other vendor representatives.
2. Meet behavioral expectations and support the dignity of all persons. Also, responsible for the stewardship of resources.
3. Ensure applicable regulatory requirements are complied with and follow guidelines that maintain safety for oneself, patients, visitors, and co-workers.
4. Study, understand, and adhere to all Clinic Policies and Procedures and OSHA guidelines.

ESSENTIAL JOB FUNCTIONS:

1. Initiate and monitor intravenous infusions, including IV medication administration.
2. Respond to Clinic emergencies.
3. Able to initiate and monitor intravenous infusions is preferred.
4. Remove sutures, redress wounds, perform urethral catheterizations as required by physician.
6. Interview patients, verify patient information by confirming purpose of visit or treatment, measure vital signs (pulse rate, temperature, blood pressure, weight, height, etc.), and record information on electronic medical record (EMR).
7. Assist providers with procedures and treatment related to department, including but not limited to preparing and processing pap smears, biopsies, cytology, etc.
8. Prepare and administer medications, including injections.
9. Prepare treatment and procedure rooms for examination of patients.
10. Assist provider in procedures/surgeries as needed.
11. Must have knowledge of sterile v. clean technique.
12. Clean and sterilize instruments.
13. As directed by provider, give instructions to patients, transmit prescriptions, and enter all information into electronic medical record appropriately and accurately.
14. Assist with record keeping and preparing charts and medical records. Fill out necessary requisition forms and referrals.
15. Perform clerical duties as assigned, including but not limited to answering phones, faxing documents, filling out paperwork, scanning, etc.
16. Take appropriate phone messages and follow through with them.
17. Schedule appointments, x-rays, and lab tests.
18. Prepare, stock, and clean rooms and equipment daily.
19. Maintain organization and rotation of sample medications and check for out-dated medications.
20. Assist patients with disabilities as necessary— intra-departmental and to vehicle.
21. Obtain pre-authorization from insurance companies on surgeries and procedures or tests requiring authorization; document authorization in EMR.
22. Enter surgical charge tickets with provider and patient information.

QUALIFICATIONS:

1. EDUCATION: 2-3 year degree from an Associate or Applied Associate school. Bachelor’s degree of nursing preferred. Utah State Licensure required.
2. LANGUAGE SKILLS: Proficient in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals. Able to write routine reports and correspondence and speak effectively before groups of customers or employees.
3. Mathematical skills: Able to add, subtract, multiply, and divide simple equations.
4. Reasoning skills: Able to apply common sense understanding to carry out instructions in written, oral, or diagram form. Also able to deal with problems involving several concrete variables in standardized situations.
5. Vision requirements: close vision and able to adjust focus.
6. Effectively manage multiple tasks simultaneously.
7. Computer knowledge with experience in basic word processing required.
8. General office equipment and procedure knowledge required.

DISCLAIMER CLAUSE:

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.

Travis Mitchell
Practice Administrator
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