

JOB DESCRIPTION

JOB TITLE: Registered Nurse
DIVISION/LOCATION: Urology/Poughkeepsie
STATUS: Full-time, Non-Exempt
DATE: December 2013
REPORTS TO: Nursing Supervisor

POSITION SUMMARY:

The Registered Nurse (RN) functions under the supervision and guidance of the Nursing Supervisor and/or Physician and participates in the multi-disciplinary process of providing care and treatment to patients and provides clinical support and technical assistance to the professional medical and other staff. The RN is responsible for functioning within the scope of practice dictated by the authority of the New York State Department of Education.

DUTIES AND RESPONSIBILITIES

- Assists physicians with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, and enters information in patient's electronic medical record.
- Performs select clinical tests including, but not limited to; urinalysis, urine culture and sensitivity, pregnancy tests, blood glucose monitoring, bladder scans, uroflow, and urodynamics. Manages and operates equipment safely and correctly.
- Performs office visits, including catheter changes and collection of data with reference to UTI symptoms and completes appropriate documentation in patient's electronic medical record.
- Assists physicians with office based procedures and office based procedures under anesthesia by participating in time out procedure; providing pre and post-operative care; starts IVs as needed; assists physician during actual procedure.
- Observes, records, and reports changes in patients' condition.
- Demonstrates knowledge of cardiac monitoring; the ability to identify dysrhythmias preferred.
- Carries out medical and surgical asepsis during treatments and special procedures.
- Sterilizes, packages, and autoclaves instruments, using proper sterilization protocols.
- Setting up proper equipment for specific office based procedures and office based procedures under anesthesia.
- Labeling and processing patient specimens as needed, including tracking specimens in appropriate logs.
- Assists CT technician with IV starts as needed.
- Administers and documents medication under physician's order and follows the five (5) medication rights and reduces the potential for medical error.
- Participates in the controlled substance count conducted twice daily.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Demonstrates appropriate use of Red Bag Waste.
- Demonstrates appropriate hand washing technique to insure proper infection control and follows universal precautions.

- Functions in the role of triage nurse, which involves providing telephone support to patients during office hours including:
 - Assessment of symptoms for various medical problems with the ability to determine if the patient should follow up with a physician or seek emergent care
 - Scheduling emergent or same day appointments based on telephone assessment
 - Providing patients with lab results
 - Processing prescription refills
 - Communicating patient information to the physician and follows through with physician recommendations.
 - Documenting all telephone conversations related to the patient's assessment in the electronic medical record.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Must have a current NYS RN license.
- Current Infection Control Certificate and Basic Life Support (BLS) certification required.
- Previous experience in healthcare desired.

QUALIFICATIONS & REQUIREMENTS

- Ability to assess, plan, implement and evaluate nursing care according to individual needs.
- Must demonstrate an understanding of clinical risk.
- Must demonstrate consistent professional conduct and meticulous attention to detail
- Must possess excellent verbal and written communication skills as well as excellent interpersonal skills with patients, staff, and other health care professionals.
- Familiarity with EMR systems a plus

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