



## **JOB DESCRIPTION**

**JOB TITLE:** Registered Nurse/GI  
**DEPARTMENT:** Premier Medical Group  
**STATUS:** Full-time, Non-Exempt  
**REPORTS TO:** Practice Administrator GI  
**DATE:** March 2018

### **POSITION SUMMARY:**

The Registered Nurse (RN) functions under the supervision and guidance of the Physicians and the Practice Administrator. The RN 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:**

- Handles all triages requiring nurse assistance; including but not limited to patient issues, hospital, lab, ASC and other MD office calls
- Maintains Hep A/B Vaccine Program
- Assists with walk-in patients
- Provides assistance to Physicians; including but not limited to any projects and concerns
- Serves as point of contact for Capsule issues
- Maintains Breathalyzer and any Breath test issues and scheduling
- Monitors and administers injections and PPD's for patients; administers PPDs to GI Poughkeepsie staff and processes corresponding paperwork
- Monitors and maintains par levels for immunizations, PPDs, etc. for GI offices; monitors and maintains refrigerator temperature logs; checks emergency cart(s).
- Responsible for maintaining PEG Tube Par levels
- Oversees all Cologuard ordering/results for the GI offices
- Covers Infusions approximately 2 days per week as well as fills in when primary Infusion Nurse is off.
- Provides back up support to Manometry
- Serves as the Transition Team Nurse for mergers and acquisitions of other practices.
- Assists the Practice Administrator to ensure the practice complies with all Federal and State regulatory standards. Performs site assessment and rounds for GI Poughkeepsie office(s).



- Provides guidance to other clinical and non-clinical staff as necessary. With the Practice Administrator, identifies learning opportunities for clinical staff. Also provides input on clinical staff during the performance evaluation process.
- Manages GI clinical patient portal
- Acts as the point person for all reps
- Other duties as assigned

## **EDUCATION & EXPERIENCE**

- Associates degree in Nursing required; BSN preferred.
- Current NYS RN license.
- Current Infection Control Certificate and Basic Life Support (BLS) certification.
- 5 to 7 years clinical nursing experience, preferably in GI

## **QUALIFICATIONS & REQUIREMENTS**

- Excellent organizational skills.
- Working knowledge of EMR systems
- Ability to assess, plan, implement and evaluate nursing care according to individual needs.
- Strong verbal and written communication skills.
- Ability to work independently as well as part of a group.
- Must have excellent interpersonal skills to handle sensitive and confidential situations.
- Strong analytical skills in order to compile and summarize data for reports.
- Attention to detail in composing, typing and proofing materials.
- Ability to establish priorities and meet deadlines.

*Premier Medical Group is an Equal Opportunity Employer*