



5501 NW 62nd Terrace, Suite 100  
Kansas City, MO 64151  
(816) 842-1974 - fax  
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## **JOB DESCRIPTION**

**JOB TITLE:** Registered Nurse

**SUPERVISION RECEIVED:** Reports to Nurse Manager

**SUPERVISION EXERCISED:** None

### **ESSENTIAL DUTIES:**

- Accompany patients to exam rooms and prepare them for the provider visit by collecting history and basic vital signs
- Perform diagnostic procedures such as spirometry, tympanogram, EKG, eye exam, and phlebotomy to assist the provider in determining correct diagnosis
- Create or reconcile list of current medications and drug allergies
- Update immunization records and administer vaccinations
- Initiate patient care by following approved standing orders based on symptoms patient presents
- Assist physician with procedures
- Provide patient education as directed by the provider
- Review the plan of care with patient after the provider visit and ensure patients have information/material they need prior to departing (i.e.: medication samples, patient handouts, prescriptions)
- Document information regarding all relative events that occurred during the patient visit
- Perform patient care follow up calls (i.e.: lab test results, patient question calls)
- Administers IV fluids as ordered by the provider
- Prepare and keep exam rooms stocked and clean and in accordance with OSHA regulations
- Provide leadership and serve as a resource to Medical Assistants/LPNs
- Participate in planning, implementing and collecting data for quality improvement initiatives as directed by either the Nurse Manager or Physician
- Communicate with front office staff and other ancillary departments to ensure patients are flowing through the clinic in a timely manner
- Attend appropriate meetings and participate in committees as assigned
- Maintain current license in accordance with state Board of Nursing

### **EDUCATION/QUALIFICATIONS:**

- Completion of nursing training from accredited School of Nursing
- State Licensure as RN in good standing
- Current Basic Life Support certificate
- Minimum of 1 year related clinical experience
- Advanced knowledge of medical terminology
- Understanding of patient flow

### **ENVIRONMENTAL/WORKING CONDITIONS:**

- Work is performed in a typical, well-lighted office and exam/procedure room setting
- Work involves frequent contact with staff and patients
- Potential for exposure to blood borne pathogens
- Work involves considerable walking, standing, bending, twisting, and reaching
- May be required to lift a maximum of 30 pounds