Job Description

Title: Specialty Clinic Nurse
Department: Specialty Clinic

I. Qualifications:
   A. Must be a graduate of an accredited school of nursing.
   B. Must possess current acute hospital experience (within past 5 years), clinic/office helpful.
   C. Must possess a current Iowa license as a registered nurse or licensed practical nurse.
   D. Must be certified or willing to certify in BLS.
   E. Must complete the Dependent Adult/Child Abuse Training.
   F. Must possess the ability to function in a team environment.
   G. Must possess the ability to deal tactfully with personnel, patients, family members, visitors, and physicians.
   H. Must be able to relay information to appropriate personnel concerning a patient’s condition.
   I. Must have patience, tact, and a cheerful disposition and enthusiasm, as well as willingness to handle difficult situations.
   J. Strong organizational and time management skills.
   K. Embraces change and able to handle multiple demands at one time.

II. Purpose:
   A. The Specialty Clinic Nurse is responsible for executing the day-to-day operations of the Specialty Clinic, and is accountable for maintenance of quality and safety standards within the clinic.

III. Essential Functions (including, but not limited to):
   A. Supporting the mission, vision, and core values of the organization.
   B. Creating and maintaining an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the department.
   C. Gathering supplies and equipment for providers in the clinic.
   D. Restocking supplies in specialty clinic when the clinic has ended for the day.
   E. Monitoring of Specialty Clinic inventory and notifying appropriate individual(s) when supplies are needed.
   F. Assists providers by rooming patients; gathering all necessary vitals and patient information.
   G. Facilitates the scheduling of tests, procedures or appointments for clinic patients.
   H. Pre-certify with insurance companies for radiology or surgical procedures, or other items ordered as necessary.
   I. Operates equipment and performs technical skills according to policies and standards; learns new skills and seeks assistance appropriately.
J. Record all information correctly and accurately on patient’s chart, paper or electronic.

K. Collaborates with appropriate disciplines in developing coordinated outcomes and interventions; interacts with team members regarding patient progress.

L. Recognizes situations (patient, staff, visitor, and physician) and significant assessment findings that require verbal or written communication and follow through to the appropriate people.

M. Participates in identifying and developing the performance improvement focus and criteria, as well as gathering and reporting the information.

N. Assumes accountability and responsibility for attendance and timely completion of competencies, mandatory programs, unit specific requirements

O. Writes goals annually in collaboration with manager; goals demonstrate initiative, reflect unit or performance needs, and are specific and measurable.

P. Purposefully conducts all aspects of job in an ethical manner in support of the organization’s/hospital’s commitment to ethical behavior in all areas of personal and professional activity.

Q. Ensure that the Specialty Clinic is maintained in a clean, safe, and sanitary manner.

R. Documentation is complete, clear, concise, and according to policy.

S. Follow established universal precautions in the use of gloves, gowns, and/or masks.

T. Ensure that daily and weekly tasks are completed.

U. Maintain confidentiality according to established policy.

V. Manage personal stress and emotions so as not to interfere in relationships and interactions with others.

**Additional functions:**

A. Reports on a Quality improvement process for the Orthopaedic Clinic, Sleep Clinic and Wound Clinic as identified in collaboration with Ambulatory Services and Quality Managers.

B. Set up the room for the Sleep Clinic to ensure all equipment is present for the testing. Ensure the room is clean the next morning after the procedure is done.

C. Update and develop policies for the Specialty Clinic as needed.

D. Work with Ambulatory Services Manager on process improvement changes.

E. Serves as backup to Telehealth Nurse for clinical telehealth functions.

**I. Job Relationships:**

A. Responsible to: Ambulatory Services and Telehealth Manager

B. Interrelationships: All GCMH associates

**II. Working Conditions:**

A. Is subject to frequent interruptions.

B. Is involved with patients, personnel, visitors, governmental
agencies/personnel, etc., under all conditions and circumstances.

C. Is subject to hostile and emotionally upset patients, family members, personnel, and visitors.

D. Communicates with medical staff, department personnel and other department staff.

E. Working beyond normal working hours, and in other positions temporarily, when necessary.

F. Is subject to callback during emergency conditions (e.g. severe weather, evacuation, post disaster, etc.)

G. Attends and participates in continuing education programs.

H. Is subject to injury from falls, burns from equipment, odors, etc. throughout the workday, as well as to reactions from dust, disinfectants, and other air contaminants.

I. Maintains a liaison with the patient, their family, support departments, etc., to adequately plan for the patient care.

J. **Material and Equipment Used:** Patient care equipment

K. **Age Specific Requirements:** Demonstrates the ability to work with patients in that age specific to the environment of care as necessary. Depending upon the environment of care, the following age groups are considered: Infancy to Late Adulthood

Every effort has been made to identify the essential functions of this position, however, it in no way implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.
Working Environment

Hazardous Exposure Category: Place an “X” in the appropriate category:

I. ___ X ___ Inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.

II. ______ No exposure to blood, body fluids, or tissues, but potential for exposure in usual work. Employees performing Category II tasks don’t need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.

III. ______ Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

Physical Requirements: Lifting Requirements - Place an “X” in the appropriate category:

____ Sedentary work - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

____ Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.

____ Medium work - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.

____ Heavy work - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.

____ Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

____ X ___ Reaching Limit of 54 inches.

Physical Requirements & Frequency - Place an “X” in each box that is appropriate to the role:

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<thead>
<tr>
<th>To be moved: include weight of object and distance carried.</th>
<th>Description of movement: lift, lower, push, pull, carry, reach above.</th>
<th>N</th>
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<th>C</th>
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<tbody>
<tr>
<td>Patients:</td>
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<td>Physical</td>
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<td>Standing</td>
<td>X Fingering</td>
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<td>Walking</td>
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<td>Sitting</td>
<td>X Feeling</td>
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<td>Stooping</td>
<td>X Visual acuity: near</td>
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<tr>
<td>Kneeling</td>
<td>X Visual acuity: far</td>
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<td>Squatting</td>
<td>X Depth perception</td>
<td>X</td>
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<td>Climbing</td>
<td>X Color discrimination</td>
<td>X</td>
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<td>Balancing</td>
<td>X Peripheral vision</td>
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<td>Other</td>
<td>Talking</td>
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<td>Reaching - above shoulder</td>
<td>X Hearing</td>
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<td>Reaching - at/below shoulder</td>
<td>X Running</td>
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<td>Grasping</td>
<td>X Other</td>
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<td>Physical Surroundings</td>
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<td>Cold (50 degrees F or less)</td>
<td>X Chemicals</td>
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<td>Heat (90 degrees F or more)</td>
<td>X Gases, fumes</td>
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<td>Dampness</td>
<td>X Dust</td>
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<td>Walking Surface</td>
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<td>Heights</td>
<td>X Noise</td>
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I have read and understand the above Job Description and Working Environment Description Page.

Associate Signature________________________________    Date_______________________________