

## Mason City Clinic Job Description

Job Title: Clinic Registered Nurse  
Department: Mercy Heart and Vascular Institute

### JOB SUMMARY

The Clinic Registered Nurse is responsible for managing of the nursing care essential to the assessment, promotion, maintenance and restoration of patient's health and wellness within their scope of practice. Will provide a deliberate patient and family centered partnership with the healthcare team that facilitates a seamless patient experience between the Inpatient and Outpatient settings. Will work to maximize the patient's health outcomes and the patient experience by identifying patient and family needs, completing pre-visit planning, supporting the clinic visit and providing closure to the clinic visits, including scheduling follow up appointments, testing, lab work, and patient instructions. Will respond to walk-ins and/or triage calls, will determine an initial assessment of patient condition and prepare an initial nursing plan of care. The Clinic Registered Nurse will direct and support nursing/clinical personnel providing patient care within the facility as assigned by the Cardiology Clinic Manager. This includes the evaluation, revision, and implementation of clinical policies and procedures related to the delivery of safe and efficient quality nursing care.

### ORGANIZATIONAL SUMMARY

- A. Reports to: Cardiology Clinic Manager/Clinic Service Line Director
- B. Supervises: None
- C. Key Working Relationships: Providers, Vendors, MercyOne and Mason City Clinic Administration, MercyOne Director, Clinic Nurse Manager/Clinic Nurse Supervisor, clinic staff, and other departments/representatives within Mason City Clinic, MercyOne-North Iowa, and network hospitals/clinics.
- D. Primary Customer Groups: Patients and families served within MercyOne-North Iowa
- E. Age/Population of Patients Served:

<input type="checkbox"/>	Neonatal	<input type="checkbox"/>	Adolescent	<input type="checkbox"/>	Geriatric
<input type="checkbox"/>	Pediatric	<input type="checkbox"/>	Adult	<input checked="" type="checkbox"/>	All Ages

### ESSENTIAL FUNCTIONS

- A. Maintains up-to-date knowledge in the area of nursing care as it relates to the ambulatory setting and age specific patient populations.
- B. Assists with training and serves as preceptor/mentor of clinical personnel as needed.
- C. Facilitates the clinical development of staff and assists in identifying staff education/in-service needs.
- D. Assists with monitoring and validation of staff competencies as directed by Clinic Manager.
- E. Helps to ensure compliance with clinical policies and procedures as they relate to clinical operations, regulatory standards, third party payers, and professional organizations.
- F. Displays a collaborative approach during clinical staff meetings.
- G. Assists with on-going educational support and training to clinical staff as needed.

- H. Supports Process Excellence concepts and continuous process improvements to ensure quality patient care and improve customer satisfaction.
- I. Provides education and instructions to Afib/Aflutter ablations patients for pre and post procedures. Will assist with other cardiac implantable device patients as needed to provide necessary education.
- J. Provides a deliberate patient and family centered partnership with the healthcare team that facilitates a seamless patient experience between the Inpatient and Outpatient settings.
- K. Maximizes the patient's health outcomes and the patient's experience by identifying patient and family needs, completing pre-visit planning, supporting the clinic visit and ensuring patient has all necessary literature, follow up appointments and lab appointments following their clinic visits.
- L. Assist with the coordination and monitoring of labs both pre and post procedure, including scheduling lab appointments with primary care offices, working closely with AMS and primary care office to watch for normal results. Abnormal results will be reviewed with physician for plan of care to include medication changes, additional testing or cancelation of procedure. Timely communication with patient or patient family accordingly.
- M. Work closely with 6W and PRU staff to provide up-to-date education on cardiac implanted devices.
- N. Triage calls per established provider protocols for all Cardiology patients, working directly with the EP physicians or other Cardiologist. Documents details in EMR.
- O. Assist with the monthly tracking of patients on Amiodarone to meet the Mercy Heart Center process guidelines to ensure patients have had current lab work and testing to continue Amiodarone Therapy. If patients are not current with appropriate testing will assist with the facilitation of scheduling these appointments. Documentation is updated in the EMR.
- P. Maintains up-to-date knowledge in the area of nursing care as it relates to the Cardiology ambulatory setting and age specific patient populations.
- Q. Responds to routine patient inquiries (walk-ins) and/or telephone calls, determines initial assessment of patient condition and develop an initial nursing plan of care. Provides competent patient care to the above patient population by obtaining and appropriately interpreting data, making appropriate decisions based on demonstrated knowledge and appropriately adapting procedures and treatments. Documents information in EMR.
- R. Assists with the coordination of daily clinic operations at it pertains to patient care. Ensures patient care by meeting patient care needs and assisting with patient concerns.
- S. Performs all duties of the Medical Assistant/Clinic Nurse as outlined in job descriptions under the direction and supervision of physicians and in accordance with established policies, procedures and protocols. Includes office testing, surgery scheduling, performing EKG's. Documents care and instructions given in the patient's electronic medical record (EMR) and completes billing services.
- T. Maintains required department confidentiality and abides by HIPPA regulations.
- U. Reports risk management concerns and questions to appropriate manager.
- V. Supports and abides by all organization, department, and safety policies and procedures. Proactively identifies safety concerns surrounding the work environment.
- W. Performs other responsibilities as requested by nursing manager/nursing supervisor/other members of the management team.

#### **ADDITIONAL FUNCTIONS**

- A. Participates in/facilitates student educational experience in clinic.
- B. Acts as a liaison between Clinic and MercyOne – North Iowa and outside referring agencies.

**POSITION QUALIFICATIONS**

A. Education:

1. Graduate of a school of nursing is required.
2. A current Iowa License as a Registered Nurse is required.

B. Experience:

1. Six months of experience in an ambulatory setting preferred.
2. Experience in leadership role in an ambulatory care setting is preferred.

C. Special Skills and Competencies:

1. Knowledge of management and nursing organizational theory to assist with the operations of clinical staff in assigned specialty department.
2. Knowledge of the principles and practice of employee development to train and mentor staff.
3. Knowledge of medical safety practices and standard requirements to evaluate existing standards and implement new procedures that are age specific.
4. Skills in applying and modifying the principles, methods, and techniques of professional nursing.
5. Skills in preparing records, writing reports, and responding to correspondence including good typing skills.
6. Skills in anticipating and reacting calmly to emergency situations.
7. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making.
8. Skills in establishing and maintaining effective working relationships with patients, medical staff, and the public.
9. Ability to plan, prioritize, organize and coordinate the work of others.
10. Ability to communicate clearly and effectively.
11. A sense of and willingness to accept responsibility and to be accountable for own actions.

x	Must provide proof of <b>Basic Life Support</b> (BLS Healthcare Provider, American Heart Association; or American Red Cross, Professional Rescuer-LIVE class only) via current card prior to employment or within 60 days of hire and maintains current status.
x	Completes <b>Mandatory Reporting: Child and Dependent Adult Abuse</b> requirement within 6 months of hire and renews this requirement every 3 years.
	Completes <b>Advanced Cardiac Life Support (ACLS)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>Pediatric Advance Life Support (PALS)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>Neonatal Resuscitation Program (NRP)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>MANDT</b> Training within 6 months of hire and maintains current status.
	Completes <b>Trauma Nurse Core Course (TNCC)</b> within 6 months of hire and maintains current status.

**Motor Vehicle:**

Required to operate \_\_\_\_\_ MercyOne Vehicle \_\_\_\_\_ Personal Vehicle \_\_\_X\_\_\_ N/A

Frequency of operation: \_\_\_\_\_ daily \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ quarterly

List any special licenses or requirements for Mason City Clinic/MercyOne vehicle operation:

\_\_\_\_\_  
Note: If required to operate vehicle, will need to maintain valid driver's license and provide proof of adequate insurance coverage.

**MACHINES, TOOLS AND EQUIPMENT**

A. (List machines, tools and equipment that serve a major function of the job, use group titles of equipment, identify unique or specialized equipment.)

- EKG
- Nebulizer
- Emergency Equipment
- Department specific testing & procedure equipment
- Telephone
- Pulse Ox
- Computer
- Multi-function device
- Primex Medication monitor
- Computer
- Vital sign equipment

**REVIEWED/COMPLETED BY:**

Title	Name
Mason City Clinic Administrator	Dana Young, MBA
MercyOne North Iowa Heart Center Manager	Sharon Zirbel
MercyOne North Iowa Cardiology Service Line Director	Sara Peterson

**VII. PHYSICAL JOB DEMANDS**

Department: Nursing Various Departments	<b>Mason City Clinic</b>	Position: Clinic Registered Nurse
ESSEN is marked with an X if the particular demand or category is relevant to the purpose of the job.	SIDE refers to the side or limb required to execute a task. If it is marked E, it indicates either side, the most common choice is listed first. D refers to dominant and B to both sides.	Frequency Ratings Continuously- 67-100 % or 62 times an hour Frequently – 34-66 % or 12-62 times an hour Occasionally – 0-33 % or 1-12 times an hour Rarely- 7 or less times a day (R) Weekly – Once a week (W)

Physical Demands	E S S E N	S I D E	Rarely/ Weekly	O C C A S I O N A L	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
S T R E N G T H	Lifting - Floor to waist	X		10 lbs.					
	Lifting - Waist to Shoulder	X		7 lbs.					Chart / supplies
	Lifting – Shoulder to Over Head	X		2 lbs.					Supplies
	Carrying - With Handles	X		5 lbs. Rarely					Nebulizer
	Carrying - Without Handles	X		35 lbs. Rarely 50 lbs. Weekly	15 lbs.				Patient Sterilization bins
	Pushing - Upper Extremity	X			10 lbs.				Office chair 3 ft.
	Pushing - Hip/Leg Assist	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 30 ft.
	Pulling - Upper Extremity	X			10 lbs.				Office chair 3 ft.
	Pulling - Hip/Leg Assist	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 5 ft.
	Reach - Shoulder or Above	X		Rarely					Stocking supplies
	Reach – Shld/Above extnd			Weekly					
	Reach - Below Shoulder	X				X			Drawers
	Reach - Bel. Shlder extnd			Weekly					
	Handling	X				X			
	Gripping	X				X			Blood pressures / gait belt / wheelchair handles
Fine Finger Movements	X				X			Computer	
E	Aerobic (percent)	X					95 %		
N	Anaerobic (percent)	X					5 %		

Physical Demands		E S S E N T I A L	S I D E	Rarely/ Weekly	O C C A S I O N A L	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
R G	High Energy Expenditure	X						95 %		
	Low Energy Expenditure	X						5 %		
P O S T U R E  + M O	Neck - Static Flexion	X			X					
	Neck - Static Neutral	X				X				
	Neck - Static Extension	X		Rarely						
	Neck - Rotation	X				X				
	Throwing							N/A		
	Sitting	X			X					
	Standing	X				X				
	Walking	X				X				
	Climbing - Arms and Legs							N/A		
	Climbing - Legs Only	X			X					Stairs
	Bending/Stooping	X			X					Patient care
	Crouching	X			X					
	Kneeling								N/A	
	Crawling								N/A	
	Twisting	X					X			Patient care
Balancing								N/A		
Running/jumping								N/A		
G E N	Traveling	X			X					Outreach sites
	Work Alone	X				X				
	Interact with Public	X					X			
	Operate Equip/Machinery	X				X				
	Irregular/Extended Hours	X			X					
P E R C E P T I O N	Hearing - Conversations	X					X			
	Hearing - Other Sounds	X				X				
	Vision - Far	X				X				
	Vision - Near	X				X				
	Vision - Color	X			X					
	Vision - Depth	X				X				
	Feeling (Tactile)	X			X					
	Reading	X x				X				
	Writing	X				X				
Speech	X					X				
W O	Inside Work	X					X			
	Outside Work							N/A		
R K	Hot Conditions >77 deg. F			Weekly						

Physical Demands		E S S E N	S I D E	Rarely/ Weekly	O C C A S	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
E N V I R O N M E N T	Cold Conditions <50 deg. F							N/A		
	Humid			Weekly						
	Dust							NA		
	Vapor Fumes	X			X					
	Hazardous Machines							N/A		
	Proximity to Moving Object	X				X		Congested halls and nursing stations		
	Noise	X				X				
	Electrical Hazard	X			X					
	Sharp Tools	X			X			Needles / Blades		
	Radiant/Thermal Energy	X		Rarely						
	Slippery Conditions	X		Rarely						
	Vibration and Related	X		Rarely						
	Chemical Irritants	X			X					
	Organic Substances	X				X				
	Medical Waste	X			X					
	Blood Products	X			X					
	Congested Worksite	X				X				
	Lighting - Direct	X			X					
	Lighting - Indirect	X				X				
	Lighting - Adjustable	X		Rarely						
Lighting - Fluorescent	X				X					
Lighting - Incandescent	X			X						
Lighting - Shadows etc.	X			X						
Comments:										