

**MASON CITY CLINIC**  
**Job Description**

**Proposed Job Title:** Office Nurse II

**FLSA Status:** Nonexempt

**Job Code:**

**Employee Group:** Non-Management

**Department:** Mercy Heart & Cardiovascular Institute

**General Summary:**

Under supervision of a physician and following established procedures, schedules surgical procedures, and ensures completion of necessary forms. In doing so, maintains a hospital list of patient information, accompanies physician on patient rounds in the hospital, provides information and instructions to patients and families regarding post-operative treatment, assists physician in conducting patient and family consultations, and coordinates scheduling patient for surgery. Maintains hospital privileges to input physician's preoperative and postoperative patient orders into the hospital's EMR. Prepares short discharge letters, makes follow-up telephone calls to patients, documents discussion in electronic medical record (EMR), and schedules follow-up appointments. Performs related clerical duties such as completing forms and notes, dictating, completing orders, billing services and compiling patient chart information and so forth.

**Principal Duties and Responsibilities:**

1. Performs all duties under the direction and supervision of surgeons and in accordance with established policies and procedures.
2. Assists physician during hospital rounds. This includes assessing hospital daily flow sheets and charts, making appropriate entries, including physician's preoperative and postoperative patient orders, into the hospital's EMR. Provides education and assistance to patients and family members. Provides established instructions to patient regarding post-operative care. Serves as liaison to patients, hospital nursing staff, other physicians and other healthcare disciplines. Completes preliminary discharge summary to be available to the patient's primary care provider.
3. Under direction of physician, schedules procedures and surgeries within and outside the Clinic. Notifies patient of scheduled time and location, instructs patient on preparation for procedures, answers routine questions regarding procedures, and ensures accurate completion of necessary forms and consents. Inputs physician's orders into the hospital's EMR for the surgical case. Ensures patient has completed all necessary medical clearances such as dental, pulmonary, etc. Completes the necessary surgical risk assessments. Notifies referring physician of upcoming surgical procedures schedules necessary x-rays and/or laboratory tests and processes orders through EMR systems and arranges for patient history and physical as needed.
4. Assists the physician in monitoring ascending and descending aortic aneurysms by monitoring the patient call back system and reminding. Educates the patient on yearly surveillance studies needed. Orders testing per physician protocol. Following physician's review of testing

results, contacts patient with physician's plan of care and also updates patient's referring physician with the same information.

5. Responds to routine patient inquiries and/or telephone calls, determines initial assessment of patient condition, and discusses evaluation with physician. Immediately confers with physician on complex and/or difficult situations. Documents information in EMR.
6. Maintains a hospital list of patient information such as admission and discharge dates, room number, consultations, diagnoses and procedures in order to accurately provide Clinic with necessary information to bill for physician services.
7. Reviews patient chart information prior to hospital consultation and/or patient visit in order to ensure all testing results are available. Creates the consultation packet to include patient demographics, hospital system identification number, spouse and/or family contact information, family physician, insurance, procedure, allergies, medications, medial history, surgical history, cardiac Cath date, cardiologist, and the cath report results, and specific lab dates and results.
8. Upon verification of patient's correct identity, escorts patient to examination room. As specified per physician, obtains patient's vital signs, current medications, past medical and surgical history, and other patient data and documents information in the EMR. Makes the patient comfortable while waiting for physician.
9. Updates patient information in the EMR including documentation of patient's Primary Care Provider and/or Referring Provider so that courtesy copies are sent appropriately, prepares and sends medication prescriptions per department protocol and physicians orders, cancellation of tests and/or appointments, phone notes, and so forth.
10. Prepares patient for and conducts EKG tests.
11. Prepares patient for specific examination required and assists provider during patient examinations. In doing so, remove bandages, or other wound coverings. Completes necessary forms, such as preadmission testing, test orders, and so forth, with information as directed by the provider.
12. Assists physician in performing minor procedures in the office setting such as wound debridement and wound packing. In doing so, prepares patient for procedure and prepares surgical tray with required instruments, sutures, bandages and other supplies needed for specific procedure.
13. According to established guidelines and protocols, prepares procedure or testing specimens for off-site processing and delivers specimens to appropriate place for processing. Follows established protocols to retrieve specimen reports, updates provider with results, and ensures patient is notified of results.
14. Orders supplies as necessary in order keep adequate but minimal inventory on hand.
15. Cleans and sterilizes instruments as needed.

16. Ensures patient chart information is prepared prior to patient admission
17. Under the direction of the physician completes the referral out process, setting up appointments, gathering all paperwork, CD's, reports necessary for the referral provider. Provides information to MCC record release department to send out.
18. Maintains patient and clinic confidentiality.
19. Reports risk management concerns and questions to appropriate manager.
20. Performs related clerical duties such as completing necessary forms or correspondence, documenting phone notes, completing orders, billing services, completing patient chart information, labeling specimens and laboratory slips with information provided by physician with proper patient identification, maintaining hospital list, and so forth.
21. Available for weekend rounding with the physician locum coverage. Available for hospital staff as reference for emergent scheduled surgeries after clinic hours.
22. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.

**Knowledge, Skills and Abilities Required:**

1. Knowledge of procedures and principles, sterile techniques and surgical procedures at a level normally acquired through completion of a two year program from an approved registered nursing program.
2. Current or ability to be licensed as a Registered Nurse in the state of Iowa. Must provide proof of Basic Life Support via current card prior to employment or within 30 days of hire and maintains current status. Completes Mandatory Reporting requirement within 6 months of hire and renews this requirement every 5 years. Active RN license is a requirement prior to employment start date.
3. Approximately twelve months of work related experience necessary in order to become competent in assessing patient condition, and to learn Clinic policies and procedures, and become familiar with scheduling tests and procedures.
4. Interpersonal skills necessary in order to interact effectively with patients and families when responding to questions, providing instructions on post-operative treatment, and to communicate with hospital and Clinic personnel when exchanging patient related information and scheduling tests, procedures and appointments.
5. Analytical skills necessary in order to review physiological data to assess current health status of patients.
6. Ability to concentrate and pay close attention to detail for approximately eighty percent of work time when completing necessary forms, and reviewing patient condition.

MASON CITY CLINIC

JOB Description

Office Nurse II– Mercy Heart & Cardiovascular Institute

**Working Conditions:**

1. Works in patient care area in which the employee is exposed to contagious diseases, infectious waste, and bodily fluids for approximately fifty percent of work time.
2. Potential for injury is limited when proper safety and health precautions are followed.

**Reporting Relationships:**

Reports to the Mercy Heart & Cardiovascular Institute Department Manager.

**Approvals:**

\_\_\_\_\_  
Mercy Heart & Cardiovascular Institute Department Manager.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET**

Job Title: Office Nurse II - Mercy Heart & Cardiovascular Institute Department: Mercy Heart Center  
 Date: 7/2018

**1. Physical Activities**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing		X				
Bending				X		
Climbing		X				
Crawling	X					
Crouching		X				
Kneeling		X				
Reading						X
Sitting				X		
Squatting		X				
Standing						X
Stooping	X					
Walking					X	

**2. Lifting and/or Pushing and Pulling**

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds		X				
20-30 pounds		X				
30-60 pounds		X				
Over 60 pounds		X				

**3. Carrying and/or Pushing Pulling**

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds		X				
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

**4. Visual Activity**

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision	X		

**5. Auditory Activity**

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

**6. Sensory Activity (Touch & Smell)**

Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors		X	
Distinguish Odors		X	

**7. Verbal Activity**

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

**8. Mental Activity**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, charting, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

**9. Hazardous Conditions**

<b>Activity</b>	<b>Does Not Apply</b>	<b>Occasionally (8-10%)</b>	<b>Periodically (11-20%)</b>	<b>Frequently (21-50%)</b>	<b>Very frequently (51-80%)</b>	<b>Continuously (80% or more)</b>
<b>Exposure to marked changes in temperature &amp; humidity</b>	X					
<b>Exposure to electrical shock</b>	X					
<b>Exposure to vapor, fumes &amp; gases</b>		X				
<b>Exposure to radiation</b>	X					
<b>Exposure to infectious disease</b>				X		
<b>Driving automotive equip.</b>		X				
<b>Exposure to weather elements</b>	X					