

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

**Proposed Job Title:** Clinic Registered Nurse

**FLSA Status:** Non-Exempt

**Job Code:**

**Employee Group:** Non-Management

**Department:** Mercy Heart and Vascular Institute

**General 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

**Principal Duties and Responsibilities:**

1. 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.
2. Provides a deliberate patient and family centered partnership with the healthcare team that facilitates a seamless patient experience between the Inpatient and Outpatient settings.
3. 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.
4. 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.
5. Work closely with 6W and PRU staff to provide up-to-date education on cardiac implanted devices.
6. Triage calls per established provider protocols for all EP patients, working directly with the EP physicians or other Cardiologist. Documents details in EMR.

7. Responsible for 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 on 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.
8. Ability to interrogate, interpret and reprogram cardiac implanted devices with minimal physician supervision. Document activities and results in the EMR, forward to EP physician for review & complete billing services as applicable.
9. Maintains up-to-date knowledge in the area of nursing care as it relates to the Cardiology ambulatory setting and age specific patient populations.
10. 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.
11. 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.
12. Communicates and collaborates with staff/providers/clinic leaders regarding operational issues, patient care concerns, and policy/procedure issues and staffing on an ongoing basis. Supports the LEAN concepts and supports continuous process improvements to ensure quality patient care and improve customer satisfaction.
13. Assists Cardiology Manager with the following activities as requested:
  - a. Assist in providing education at clinical staff meetings related to EP patients as requested by manager
  - b. Acts as a mentor to the department staff who is working with the EP team.
  - c. Assists in establishing and maintaining clinical policies and procedures as they relate to clinical operations for the Afib/Aflutter and EP patients.
14. 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.
15. Oversees staff to ensure exam rooms are stocked with necessary supplies in order to provide efficient services to our patients. Assist with the ordering and maintaining of clinical/office supplies
16. Communicates with and performs duties following Mason City Clinic's Code of Conduct and Mercy Medical Center-North Iowa Guiding Behaviors.
17. Maintains patient and clinic confidentiality.

18. Reports risk management concerns and questions to appropriate manager.
19. Acts as a liaison between the Clinic and Mercy Medical Center-North Iowa and outside referring agencies.

**Knowledge, Skills and Abilities Required:**

1. Current Registered Nurse license 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.
2. Approximately six to twelve months of work related experience necessary in order to become competent in assisting in assessing patient conditions, and to learn Clinic policies and procedures, and become familiar with scheduling tests and procedures. Cardiology or EP experience preferred.
3. Knowledge of management and nursing organizational theory to assist in the operation of clinic .
4. Knowledge of medical safety practices and standard requirements to evaluate existing standards and implement new procedures that are age specific including skills in applying and modifying the principles, methods, and techniques of professional nursing.
5. Interpersonal skills necessary in order to interact effectively and communicate calmly and clearly with patients and families when responding to questions, providing instructions on pre and post-operative treatment, testing instructions, medications changes, lab results. Communicate with hospital and Clinic personnel when exchanging patient related information and scheduling tests, procedures and appointments.
6. Strong written communication skills in order to write reports and respond to correspondence and document accurately in patient records.
7. Analytical skills necessary in order to review physiological data to assess current health status of patients, coordinate scheduling of various testing or procedures in the most efficient manner, triage and resolve patient care and operational issues.
8. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making.
9. A sense of willingness to accept responsibility and to be accountable for own actions.
10. Knowledge of the Electronic Medical Record (EMR) with a scheduling system preferred, but not required.

**Working Conditions:**

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

**Reporting Relationships:**

Reports to the Mercy Heart & Vascular Center Clinic Manager.

**Approvals:**

\_\_\_\_\_  
Mercy Heart & Vascular Center Clinic Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mason City Clinic 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.**

Created 1/2017

**WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET**

Job Title: Clinic Registered Nurse –EP/AFIB  
 Date: 1/23/2017

Department: CVI

**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

**MASON CITY CLINIC**

Job Description

Office/OR Nurse

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**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				