

MASON CITY CLINIC

Job Description

Job Title: Office Nurse

FLSA Status: Nonexempt

Job Code:

Employee Group: Non-Management

Department:

General Summary:

Under supervision of a physician and following established procedures and precedents, assists physician in conducting patient examinations and providing routine treatments. In doing so, obtains specimens for testing, conducts select routine laboratory tests, and records results. Responds to routine patient inquiries and telephone calls and determines initial assessment and appropriate plan of care and relays information to physician. Performs routine patient procedures such as ear washes, obtaining throat cultures, preparing for and/or providing vaccines, injections and the like. Contacts personnel throughout the Clinic when ordering supplies, obtaining patient medical records, and ordering tests or surgeries. Performs related clerical duties such as typing forms and notes, dictating, completing fee slips, compiling patient chart information and so forth.

Principal Duties and Responsibilities:

1. Reviews patient chart information prior to patient visit in order to schedule necessary x-rays and/or laboratory tests. Ensures same are completed prior to appointment.
2. Escorts patients to examination rooms, obtains vital signs and other patient data, and makes patient comfortable while waiting for physician. Completes patient history and physical examination forms.
3. Assists physician during patient examinations by obtaining urine for testing, performing finger punctures for blood testing, conducting other patient-care procedures, and completing necessary forms with information provided by physician.
4. Assists physician with difficult and/or sensitive components of examinations including pap smears, sigmoid exams, and the like.
5. Prepares patient for EKG tests, conducts tests and mounts appropriate EKG strip for inclusion in the patient medical record.
6. Responds to routine patient inquiries and/or telephone calls, determines initial assessment of patient condition, and determines appropriate plan of care according to established guidelines. Immediately confers with physician on complex and/or difficult situations.

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7. Under direction from the physician, performs tests and procedures on patient following established procedures. In doing so, performs ear washes, obtains throat cultures, administers enemas, vaccines, and injections, and so forth.
8. Prepares specimens for routine urine and blood tests, conducts selected tests according to established procedures, completes reports with results, forwards same to physician, and ensures inclusion in patient medical record.
9. Ensures examination rooms are stocked with necessary supplies in order to ensure efficient examination of patients, and orders supplies as necessary.
10. Dictates patient medical records information which may include medication changes by physician, cancellation of tests and/or appointments by physicians, and letters to patient regarding laboratory work. Obtains patient medical record charts, inserts appropriate notes, forms and test results, and forwards to appropriate party.
11. Contacts various department personnel in order to verify patient chart information, to order additional lab tests as directed, and so forth.
12. Ensures patient chart information is prepared prior to patient admission.
13. Maintains patient and clinic confidentiality.
14. Reports risk management concerns and questions to department manager and Risk Manager. Designated office nurse at a clinic office site away from the main building is responsible for coordinating implementation, administration and monitoring of risk management programs, policies, and procedures.
15. Performs related clerical duties such as typing forms and notes, completing fee slips, compiling patient chart information, and so forth.

Knowledge, Skills and Abilities Required:

1. Knowledge of basic nursing procedures, routine testing methods, and taking vital signs at a level as normally acquired through completion of a twelve to eighteen month program from an approved licensed practical nursing program.
2. Current license as a Licensed Practical Nurse in the state of Iowa.

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3. Approximately three to six months of work related experience necessary in order to become competent in obtaining specimens and conducting routine tests, to learn Clinic policies and procedures, and become familiar with ordering tests, charts, and supplies.
4. Interpersonal skills necessary in order to interact with patient when gathering specimens and/or performing routine procedures and to communicate with department and Clinic personnel when exchanging patient related information and ordering tests, chart and the like.
5. Analytical skills necessary in order to conduct routine laboratory tests and review results for accuracy, to verify patient information and complete material for medical records charts, to monitor supply levels, and to accurately record and relay phone messages.
6. Ability to concentrate and pay close attention to detail for approximately thirty percent of work time when conducting laboratory tests, completing forms and the like.

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 Nursing Manager.

Approvals:

Nursing 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.