

Hutchinson Clinic
Structured Compensation - Job Description
Registered Nurse

Prepared on: 1/2/2008

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Department:	Nursing Department	Grade:	9
Reports To:	Director Of Nursing	Classification:	Non-Exempt
Supervises:	Direct: 0 Indirect: 0	Effective Date:	5/1/1997
Approved By:	Compensation Committee	Revised Date:	1/6/2004

Role:

Provides professional nursing care for clinic patients following established standards and practices and maintains office hours as directed by physician.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

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|-----|---|---|
| 30% | Responds to and refers incoming telephone calls. Instructs patient and family regarding medications and treatment instructions. | E |
| 25% | Performs general nursing care to patients. Administers prescribed medications and treatments in accordance with nursing standards. | E |
| 10% | Arranges for patient testing and admissions. | E |
| 5% | Prepares equipment and aids physician during treatment, examination and testing of patients. | E |
| 5% | Maintains and reviews patient records, charts and other pertinent information. Posts tests and examination results. | E |
| 5% | Oversees appointment bookings and ensures preferences are given to patients in emergency situations. Maintains timely flow of patients. | E |
| 5% | Greets patients and prepares them for physician examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests. | E |
| 5% | Attends required meetings and participates in committees as requested. | E |
| 5% | Performs related work as required. | N |
| 5% | Observes, records, and reports patient's condition and reaction to drugs and treatments to physicians. Dispenses medication as directed. | E |

Expectations:

- Care for telephone calls in a prompt, professional and complete manner.
- Provide nursing care to patients and carry out the physicians orders promptly.
- Maintain a positive and professional attitude and appearance.
- Assure the proper preparation and maintenance of the patient record.
- Observe and report the patient's medical condition to the physician.
- Oversee the daily appointment schedule.
- Arrange for patient testing, referrals, admissions, etc.
- Observe all clinic policies and guidelines.

Knowledge and Skills:

Experience:	Two years to five years of similar or related experience.
Education:	Equivalent to a two-year college degree or completion of a specialized course of study or certification at a business or trade school.

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Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.

Other Skills: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye--hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 100 lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable diseases or bodily fluids.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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