

Hutchinson Clinic
 Structured Compensation - Job Description
RN Cardiology

Prepared on: 1/9/2008

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Department: Nursing Department	Grade: 10
Reports To: Director Of Nursing	Classification: Non-Exempt
Supervises: Direct: 0 Indirect: 0	
Approved By: Compensation Committee	Effective Date: 5/1/1997
	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% | Observes, records, and reports patient's condition and reaction to drugs and treatments to physicians. Dispenses medication as directed. | E |
| 5% | Prepares equipment and aids physician during treatment, examination and testing of patients. | 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% | Maintains and reviews patient records, charts and other pertinent information. Posts tests and examination results. | E |

Expectations:

1. Prepare, set up and assist physician with testing, examinations and treatments.
2. Administer intravenous and other medications as ordered.
3. Maintain accurate record of treatment in the patient chart.
4. Care for all patients in a sensitive and caring manner; teaching, explaining, etc.
5. Observe and report patient condition to the physician.
6. Oversee the daily appointment schedule, prioritize and triage patients presenting for care.
7. Attend staff and inservice meetings and other appropriate continuing education.
8. Observe Clinic policies and guidelines.
9. Perform other related tasks.

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

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certification at a business or trade school.

Interpersonal Skills: The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.

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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