



Position Title: Registered Nurse

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. Position is responsible for providing skilled nursing care for patients at Duffy Health Center. Work includes providing triage care, patient education, care management and recording patient medical history using electronic medical records. Assist providers in patient care as requested, including injections. This position is deemed essential* in the DHC Emergency Operations Plan.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Takes initial medical, social, family and surgical history with all new patients and enters information into electronic medical records.
2. Provides triage care for patients, including referred patients and determining appropriate medical care.
3. Schedules appropriate appointments for new and existing patients.
4. Completes provider requested tasks pertaining to patient care.
5. Prepares prescription refills and prior authorizations for medications.
6. Administers and documents requested immunizations and other medication injections as ordered by providers.
7. Conducts patient screenings as ordered by provider.
8. Provides patient education.
9. Maintains referral lists of providers and resources for patients and communicates as needed.
10. Attends and participates in interdisciplinary team and other meetings as required.
11. Schedules and administers staff PPD, influenza clinics and Hepatitis B as needed.
12. Meets agency productivity standards.
13. Participates in training new staff on required subjects such a blood borne illnesses.
14. Maintains current licensure and certification for the position; participates in training and continuing education to stay abreast of practices and trends.



Supervision

Work is performed under the general supervision of the Medical Director and Practice Manager. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently, with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee is expected to refer unusual situations to the supervisor for further instruction. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The employee has access to confidential patient information and medical records.

Errors may result in a delay or loss of service, adverse public relations, and/or improper or compromised care of patients.

The position has constant contact with patients, co-workers, outside agencies and organizations, and health care professionals. Contact usually occurs in person, via email and on the phone. The purpose for contact is to provide patient care, collect data and information, advocate for patients, and give or receive information and assistance.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a healthcare office and is required to walk, sit, talk/listen and use hands more than 2/3rd of the time; and stand, bend, and reach up to 1/3rd of the time. Employee occasionally lifts up to 10 lbs., and seldom lifts up to 30lbs.; Normal vision is required for the position. Equipment operated includes medical equipment, office machines, and computers. Employee may be exposed to biohazards, disease, hostile individuals and/or situations.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work



remotely. This position is Essential and therefore this position may be expected to work onsite during a declared emergency.

Education and Experience

A candidate for this position must have at least a nursing degree or further; and one (1) to three (3) years of experience in a community health center; or an equivalent combination of education and experience.

Licenses and Certifications Required

Must be licensed as a Registered Nurse in the state of MA, and successfully complete the credentialing process.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Nursing theory and practice
- Rules, regulations and policies of the health care facility
- HIPAA regulations
- Trauma-informed care.

Skill in:

- Nursing and patient care
- Patient education
- Care of chronic illnesses
- Appropriate handling of emergency situations
- Examining and treating patients
- Effective written and verbal communication

And ability to:

- Maintain confidentiality of information
- Interact effectively and appropriately with at-risk patients
- Discriminate between normal and abnormal findings
- Function effectively as part of an interdisciplinary team
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.