

RN Office Nurse

Job Title: RN Office Nurse Division/Department RRIA/IR-Riverside
FLSA Status: Non-Exempt Reports to: Dir of Interventional Clinical Services
EEO Code: Professional
Salary Grade/Band: Last Revision Date: 03/2016

SUMMARY:

The RN Office Nurse's role is to support the Riverside Radiology and Interventional Associates (RRIA) clinical practice. This involves performing a variety of complex, specialized, and technical tasks associated with the operation of Interventional Radiology at the Riverside office.

PRIMARY RESPONSIBILITIES

1. Provide support and backup to other areas that require medical attention.
2. Room patients including completing History and Physical.
3. Recording vital signs.
4. Assisting physician during examination, as necessary.
5. Changing dressings.
6. Explaining treatment procedures to patients.
7. Preparing patients for exams and procedures.
8. Complete Physician Orders.
9. Complete Disability Forms, Medication Refills, FMLA, etc.
10. Dispose of contaminated supplies.
11. Telephone prescriptions to pharmacy upon MD approval.
12. Answer nurse phone line daily and make follow up phone calls when necessary.
13. Interact in a positive manner with patients and staff members.
14. Provide all necessary information to the physician.
15. Order and maintain medical supplies.
16. Ensure room and equipment cleanliness.
17. Troubleshoot and report equipment issues.
18. Provide support for staff in clinical office.
19. Ensure a safe environment, empty sharps when needed.
20. Clean and maintain surrounding work area.
21. Re-stock exam rooms daily.
22. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Provide on-the-job training to new employees.
2. Instruct patients and provide education as necessary.
3. Timely room turnover.
4. Maintain CEU's for licensure requirements.
5. Participate in QA activities.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Current Ohio Registered Nurse license.
2. Current BLS for healthcare workers.
3. Ability to read, interpret, and follow a prescription.
4. Maintain a professional appearance and provide a positive company image to the public.
5. A certain degree of creativity and latitude is required.
6. Ability to lift up to 50 pounds required.
7. Ability to take initiative to continually improve and enhance RRIA.
8. Ability to identify problems and recommend solutions.
9. Ability to establish and maintain effective working relationships with physicians, technical staff, clerical staff and others.
10. Willingness to perform all duties as assigned.
11. Serve as a role model for fellow employees.
12. Develop full potential of technical skills and knowledge.
13. Recognize that the patient's needs are the utmost importance and all efforts are directed toward meeting the individual needs and concerns.

WORKING CONDITIONS

Working conditions are normal for a clinical office. Work involves occasional lifting of patients up to 50 pounds. Operation requires the use of gloves, universal safety precautions, etc. Loose fitting clothes and jewelry are not permitted. Position may require occasional evening work.

Employee Signature: _____

Date: _____

Supervisor Signature _____

Date: _____