



RN Office Nurse

General 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:

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

Additional Responsibilities

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

Knowledge and Skill Requirement:

- Current Ohio Registered Nurse license.
- Current BLS for healthcare workers.
- Ability to read, interpret, and follow a prescription.
- Maintain a professional appearance and provide a positive company image to the public.

- A certain degree of creativity is required.
- Ability to lift-up to 50 pounds required.
- Ability to take initiative to continually improve and enhance RRIA.
- Ability to identify problems and recommend solutions.
- Ability to establish and maintain effective working relationships with physicians, technical staff, clerical staff and others.
- Willingness to perform all duties as assigned.
- Serve as a role model for fellow employees.
- Develop full potential of technical skills and knowledge.
- Recognize that the patient's needs are the utmost importance and all efforts are directed toward meeting the individual needs and concerns.