



POSITION DESCRIPTION Ambulatory Care Clinic RN

POSITION SUMMARY:

The ambulatory care clinic nurse is responsible and accountable for prescribing, delegating and coordinating the nursing care of patients receiving care in the ambulatory care setting.

POSITION DESCRIPTION – Ambulatory Care Clinic RN

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. Other Certification Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient’s name and birth date
27. Fall prevention measures
28. Suicide risk factors

STANDARD

29. Medication safety

- Look alike, sound alike medications
- Dangerous abbreviations list
- Double check system for Heparin and Insulin
- Safe storage and use of narcotics
- Check system for infusion pump drug, rate and concentration

30. Verbal order/critical test results repeated and verified

31. Sentinel events alert

- Preventing needle sticks and sharps injuries
- Nosocomial infections
- High alert medications
- Infant/child abduction prevention and response
- Wrong site surgery
- Blood transfusion errors
- Operative and post operative complications
- Transferring medication to sterile field
- Medication errors related to dangerous abbreviations

Department Core Competencies

32. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care

33. Documents in an accurate, timely manner

34. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs

35. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care

36. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population of the unit

36. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout hospitalization concluding with discharge planning needs.

37. Demonstrates responsibility/accountability for completion of assignments in a timely manner

38. Identifies cultural and religious needs, language barriers, physical and psychological limitations.

39. Assess, collaborate and coordinate discharge planning needs with other members of the health care team on a timely basis.

40. Implements plan of care in a safe, accurate and appropriate manner

41. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care

42. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit

43. Ability to assign/delegate patient care appropriately based on staff competency and patient acuity/needs

44. Provides direct supervision and assist in evaluation of staff performance

45. Performs complex nursing procedures and prescribed medical treatments

46. Observes and assesses patients conditions and behavior; assures patient safety and stability

47. Report significant changes to supervisor or physician

48. Interviews and observes patients to ascertain medical history and current condition; review patient records

49. Administers injections, blood products, IV fluids and medications. Follows procedures for authorized medication administration and narcotic control.

50. Analyzes patient records and participates in interdisciplinary collaboration with professional staff to assure appropriate diagnostic testing and treatments are performed.

51. Reviews and validates physician's orders, develops and executes patient care plan and reports progress and unusual occurrences.

52. Performs assessment and triage of telephone and walk in patients; evaluates symptoms and determines essential care required

53. Prepares patients for physician's physical examination and assists in examination and treatment of patients

54. Prepares facility and equipment for use by physician

55. Assures sterilization and cleanliness of instruments and the environment

56. Appropriate response to emergency situation

57. Maintains records, inventory and physical security of drugs and medical supplies; orders and request as needed.

58. Aseptic technique

54. Staple/suture removal

59. Phlebotomy

60. Performs laboratory works, prepares specimens for laboratory; reviews laboratory test results; notifies patient of test results and physicians of critical lab values.

STANDARD
61. Collects and enters patient care data into patient charts and computer systems; reviews for accuracy.
62. Manages interface between patient and medical technology to assure that a safe, respectful and humane environment is maintained
63. Provides consultation and information on continuity of care, complex treatment modalities and additional health and social services available to patient.
64. Performs administrative duties; receives, logs in and file reports, clients charts, client interactions and other documents
65. Assures that consents are obtained and signed
66. Assures that patients are seen in an orderly and fair manner, delays and waiting times are explained. Acutely ill and injured patients are triaged and seen first.
67. Arranges for transfer of patients to other departments or facilities; arranges referrals as needed.
Age Specific Competencies
Knowledge
68. Demonstrate knowledge of growth and development
69. Criteria to identify victims of abuse and neglect
Skills
70. Performs age specific nursing assessments and develops interdisciplinary plan of care
71. Provides age appropriate nursing care
72. Assists in age specific medical data collection for nursing assessments
73. Plans care with frequent breaks for elderly patients
74. Performs age specific treatments utilizing proper equipment
75. Assesses age specific safety issues
76. Demonstrate age appropriate communication skills
77. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others
Service Standards
78. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
79. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
80. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
81. Gives all customers their full attention and treats them with dignity, respect and understanding.
82. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
83. Safeguards patient confidentiality in all forms of communication.
84. Works effectively with others toward achieving common goals including morale and teamwork.
85. Interacts compassionately and in a timely manner with all customers.
Equipment – Demonstrate Safe and Effective Use
86. Oxygen wall regulators and setup of portable oxygen
87. Electronic thermometer
88. EKG machine
89. Doppler
95. Computer and printer
96. Dinamap
97. Crash cart
98. Defibrillator
99. Lifting equipment
100. Copier/fax

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Ambulatory Care Clinic RN

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current RN license in state of practice
- Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year med/surg experience
- One year ambulatory care/clinic experience

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date