

**Crusader Community Health
JOB DESCRIPTION**

Job Title: Registered Nurse

Job Status: Non Exempt

Job Grade: 22A

Manager Title: Medical Unit Manager, Vice President of Community Services or Director of Women's Health Services

POSITION SUMMARY:

This is a direct service position in Crusader Community Health (CCH). The Registered Professional Nurse (RN) coordinates nursing and medical interventions, patient care planning, education, promotes optimal patient health, and directs the care provided by the Medical Assistant and Certified Nurse Assistant within the scope of the State of Illinois Nurse Practice Act and in accordance with the Code of Ethics for Nurses. For those working on a Patient Centered Medical Home unit, participates in a team approach to patient care by attending and contributing in regular team meetings and education sessions. This position reports to the Medical Unit Manager, the Vice President of Community Relations or the Director of Women's Health Services.

ESSENTIAL FUNCTIONS:

1. Accountable for demonstrating the qualities outlined in the "Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees. Establishes, maintains, and promotes positive working relationships with internal and external customers in support of clinical goals and objectives.
2. Supervises the day to day activities of the unit to ensure that flow is appropriate to meet patient care needs.
3. Assesses, develops, and implements individualized, realistic care plans for assigned patients based on identified needs, existing patient data, nursing knowledge and standards of care.
4. Provides health education instruction to patients based on the nursing assessment and provider orders.
5. Evaluates patient responses in relation to establish goals and appropriately revises the plan of care.
6. Identifies risks to patients and others and takes action to minimize/eliminate risk and maximize safety.
7. Performs nursing skills/procedures and operates mechanical equipment utilizing nursing knowledge and critical thinking, adhering to national standards of care and agency policies and procedures.
8. Documents assessment, implementation, and evaluation of the patient care process.

9. Collaborates with the patient and other health team members to establish and achieve patient goals.
10. Provides necessary psychosocial support to aid patient's in their clinical visit.
11. Demonstrates accountability for professional nursing practice by adhering to clinical and nursing policies, procedures, guidelines, the Illinois State Nurse Practice Act and the Nurses Code of Ethics and Standards of Practice.
12. Under direction of the Medical Unit Manager, directs the day to day activities of Licensed Practical Nurses, Certified Medical Assistants, Medical Assistants, and Certified Nursing Assistants, and delegates duties to them adhering to clinical and nursing policies, procedures, guidelines, the Illinois State Nurse Practice Act and the Nurses Code of Ethics and Standards of Practice.
13. Implements quality assurance and quality improvement component of patient care.
14. Follows CCH triage policy to determine an appropriate plan of action for telephone calls and/or walk-in situations.
15. Provides support to the patient care team by assisting with the management and distribution of internal and external correspondence, chart preparation.
16. Accountable for team huddles.
17. Provides an atmosphere of professionalism, privacy and confidentiality in the clinical area.
18. Assists with other unit activities including but not limited to operating and maintaining equipment, stocking exam rooms, preparing procedure trays, un-boxing and shelving supplies and assisting with cleaning and sterilization of instruments according to unit schedule.
19. Assists provider(s) with procedures and routes patients to other services.
20. Attains goals mutually established with the Manager within the set time frame.
21. Participates in special projects and assignments.
22. Participates in the evaluation of Licensed Practical Nurses, Certified Medical Assistants, Medical Assistants, and Certified Nursing Assistants.
23. Mentors nursing students.
24. Participates in the orientation and on-boarding of new staff.
25. Performs other duties specified by the Manager or designee.

QUALIFICATIONS:

Knowledge of:

1. Illinois Nurse Practice Act and Nursing Code of Ethics.
2. Nursing assessment process.
3. Community resources.
4. The role of the RN and relationship with other team members.

Ability to perform the essential physical functions of the job:

See attached Form

EDUCATION/EXPERIENCE/TRAINING:

Education:

1. Graduate of an approved school of Registered Professional Nursing.
2. Current Illinois Registered Professional Nursing license.
3. Current CPR certification.
4. Current with Continuing Education requirements.

Experience:

1. Previous experience in ambulatory care, hospital, or public health preferred.
2. Electronic Health Record experience preferred.

Technical Knowledge:

Other Skills: Strong computer literacy/proficiency in Microsoft Office
Bilingual preferred (written and verbal)

Equipment: PC, email, facsimile machine, computerized voice mail system, and common office machines, multi-line telephone system

Software Knowledge: Windows, MS Office (Word, Excel, PowerPoint)

PERSONAL CHARACTERISTICS:

- Exudes strong customer service skills
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public
- Detail oriented with the ability to work with minimum supervision
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and organizational objectives
- Demonstrates excellent interpersonal communication skills
- Demonstrates organizational skills

PHYSICAL REQUIREMENT FORM

Job Title: Registered Nurse

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting		X		
Standing		X		
Walking		X		
Climbing			X	
Bending		X		
Pushing / Pulling			X	
Carry / Lift			X	
1-15lbs			X	
15-30lbs			X	
30-50lbs				X
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids	X			
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals	X			
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X			
Ability to distinguish colors	X			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.