



POLICY TITLE: Clinic Nurse Job Description

OWNER: Greensburg Family Practice

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Nursing Responsibilities:

1. Take phone messages from patients, evaluate, return calls and communicate with the provider on the situation, when necessary.
2. Prior authorize medications as needed. Prior authorize procedures as needed if the prior authorization clerk is unavailable.
3. Check refrigerator temperature and record on QA sheet.
4. Check exam rooms and supply rooms daily. Record supplies needed on order sheet. Submit order on Thursday to Medical Records Clerk to place order with Materials Management.
5. Monthly check of dates on sample drugs and drugs used in the clinic for patients. Record any outdated drugs on drug check sheet. Give outdated drugs to the office manager to communicate with DON on potential reimbursement and reorder.
6. Weekly checks on stocked drugs. Record amount in stock and amount needing ordered.
7. Patient care: Obtain all vital information, including weight, height, and vitals of blood pressure, pulse, respiratory, oxygen saturation, and BMI. Go over chief complaint and number each one. Go over medication list and update accordingly at every visit.
8. Children of 20 years and younger need height and weight and record on growth chart with BP for ages 3 and up.
9. Children under 2 years, record head circumference.
10. Notify provider of patient's arrival after obtaining vitals and chief complaint information.
11. Assist provider with procedures, as requested by provider.
12. Prepare exam rooms for patient's procedures.
13. Ear irrigations
14. Dressing changes, per a provider order, or communicate with the DON to set up treatment room for serious dressing changes.
15. Perform injections per provider's orders and document information in chart.
16. Fax or call, if provider is unable to send electronically, in any new prescriptions the provider has issued for the patient. Document in the chart on the medication sheet.
17. For all patients: Review allergies, drug or food, at every appointment document in the chart. Update any new allergies.
18. When receiving outside records, they need reviewed by the clinic nurse and then forwarded to the provider for any issues that need addressed.
19. Assist with teaching (patient) on lab and x-ray procedure, such as fasting vs non-fasting.
20. Teaching procedures with lactometer elite for blood glucose and checking finger stick blood sugars as needed. Document procedure and results in the patients chart.
21. Obtaining urine samples from the patients as ordered and record information in the patients chart.
22. Perform primary culturing for transmittal to a certified laboratory and specimens ordered by the provider, have patient sign consent form, and document in the patients chart.

23. Perform finger stick, hemoglobin and hematocrit on patient as ordered by provider and document in the patient's chart.
24. Refer any patient that calls or walks into the clinic to KCMH Emergency Room, if they have taken a medication overdose or ingested a toxic substance. Consult provider and follow provider's orders.
25. Report by phone within 24 hours to local health office of any epidemic outbreaks.
26. At day end: Plug in vitals machines to recharge the battery. Wipe down exam rooms with antibacterial wipes.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

I have reviewed the above job description and requirements. I verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits, and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives, and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.
