
Community Health Net Job Description

Title: Nurse

Original: March 16, 2000

Revised: July 2007

Department: Medical

FLSA Status: Non-exempt

Reports To: Medical Coordinator

Approval Signatures

Chief Executive Officer

Human Resources Chairman

Board Chairman

Summary

Responsible for the delivery of quality healthcare for clients of Community Health Net. Primary duties include providing a complete health history and accurately determining client's medical condition. . in cooperation with the provider, promotes, maintains, and restores the well being of the patient in a professional manner. Coordinates referrals to other health and social agencies; establishing and maintaining cooperative relationships with clients, families, providers, and coworkers. Maintains an awareness of medical equipment and supplies in a cost effective and safe manner. Maintains awareness of the Community Health Net Health Care Plan. All nursing duties assigned are pending training and successfully passing competencies. Supports office activities of registration, discharge, medical records, phone reception, and scheduling, as needed. Performs other related duties as assigned or as may be necessary to meet emergency situations.

Essential Duties and Responsibilities

- Assumes responsibility for acquiring and documenting a complete health history by utilizing interviewing and assessment skills.
- Demonstrates a basic knowledge of pathology, treatment, and implications for patient education.
- Demonstrates ability to set priorities based on nursing assessment and displays strong organizational skills.
- In cooperation with the Provider, promotes, maintains and/or restores the well being of the client in professional manner.
- Facilitates patient flow by assisting providers and providing timely telephone and walk-in triage. Including but not limited to; requests for lab results, inquiries regarding current condition, chief complaint, and determines the need for a visit or a request to speak with the Provider.
- Coordinates and document referrals to physicians and other medical or social agencies.
- Consistently provides and documents health education for client/family and follow up based on individual needs assessment.
- Maintains an awareness of medical equipment and supplies in a cost effective, safe manner.
- Adheres to Community Health Net, JCAHO, and OSHA policies related to infection control practices.

Nurse

- Collects specimens to assist in diagnosis determination, including but not limited to, venous blood draw, sputum, urine, stool, etc.
- Maintain appropriate documentation, quality control testing, and practices in compliance with the Community Health Net Health Care Plan.
- Maintains an awareness of differences in insurance plans and how this impacts patient care.
- Maintains current knowledge of nursing practice issues consistent with scope and licensure.

Interpersonal

- Establishes and maintains a cooperative relationship with patients, providers, co-workers.
- At all times exhibits positive client relationships and interpersonal skills, consistent to Community Health Net's Mission and Vision.
- Able to work in and promote a team environment.
- Always addresses patients, staff and providers in a professional, pleasant manner

Education/Development

- Maintains and advances educational and skill level to perform functions of position. Complies with annual JCAHO and organizational competencies. Attends continuing education and staff meetings to improve job performance.
- Participate in educational programs, reads current literature, attends in-service meetings, and workshops as required by supervisor.

Policies/Procedures

- Maintains confidentiality in all aspects of the position.
- Meet or exceed Community Health Net's Attendance and Punctuality Policy.
- Complies with all Community Health Net Policies and Procedures.
- Reports all safety concerns/issues to supervisor immediately.

Physical Demands

Reasonable accommodations may be made to perform the essential physical functions.

- The employee is regularly required to move around health care facility, walking and climbing stairs to facilitate appointments and to obtain medical records.
- Ability to move or lift up to 50 pounds.

Requirements/Qualifications

A current Pennsylvania Licensed Practical Nurse or Registered Nurse license to practice in Pennsylvania and CPR certification required. Position requires continual standing, walking, repetitive reaching, bending, and frequent lifting and moving of patients supplies, and equipment. Confidentiality in handling patient and organizational information mandatory. PC knowledge and keyboarding skills required.

Supervisory Responsibilities

None

Nurse

Education/Experience

Current Pennsylvania Licensed Practical Nurse or Registered Nurse license and CPR certification required. One (1) year related experience preferred.

Certificates, Licenses, Registrations

Current Pennsylvania Licensed Practical Nurse or Registered Nurse license and CPR certification

Employee

Signature: _____ Date _____

Reviewer

Signature: _____ Date _____