



## **POSITION DESCRIPTION**

### **Registered Nurse**

#### **Bilingual Spanish/English**

**Position Title: Registered Nurse**

**FLSA Status:** Exempt

**Reports To:** Nurse Manager

#### **POSITION SUMMARY:**

Under general supervision of the Nursing Manager, the primary function of the Registered Nurse (RN) is to utilize the nursing process to provide direct and indirect support to the clinician in the delivery of patient care or to provide direct patient care in English and/or Spanish. S/he accurately administers medications and immunizations as well as providing patient education and overseeing the provision of education by MAs on the clinical team. S/he performs independent triage, follows up on care transition from hospital, ER and nursing homes to community settings and communicates with the clinician regarding actions taken. RNs are expected to demonstrate critical thinking skills, leadership and appropriate role modeling. RN is a member of the patient centered care team. S/he participates in clinical quality improvement activities, upholds the mission and vision of RFHC in the performance of his/her work.

#### **JOB DUTIES AND RESPONSIBILITIES**

*To be conducted in accordance with RFHC Policies and Procedures*

- Utilizes the nursing process (assessment, planning, intervention and evaluation) in patient care and daily activities.
- Administers injections and diagnostic test/referrals as ordered, including immunizations, completing lab and x-ray requisitions and other services ordered by the clinician.
- Performs diagnostic and laboratory tests including but not limited to EKGs, O2 sat, breathing treatments, vision testing, hearing exams, etc.
- Provides direct patient education and supervises the provision of patient education by LVNs or MAs.
- Performs independent telephone or face to face triage using triage protocols.
- Prepares the patient and assists the clinician with exams and procedures when needed.
- Documents all immunizations according to standards into the immunization registry.
- Performs age appropriate screening as needed or as directed by clinician.
- Assures efficient patient flow by ongoing assessment of clinician schedule, and working with other staff to minimize patient waiting time.
- Participates in the quality improvement process as requested or assigned.
- Fosters an environment that promotes trust and cooperation among all staff.
- Maintains confidentiality of all patient and employee information to all except the Clinic Nurse Manager or other designated employees.
- Attends all RFHC mandatory meetings and other meetings as requested.
- Promotes courteous and professional behavior in all interactions with the public and the staff.
- Other duties as assigned and requested.

#### **QUALIFICATIONS**

- Graduate of an accredited RN program, current California RN license and good standing with the Board of Registered Nurses required.
- Experience in family practice or pediatrics required.
- Bilingual English/Spanish fluency required



- Current CPR certification required.
- Experience in a community clinic setting strongly preferred
- Experience with health education, including asthma, a plus
- Computer literate in a Windows environment
- Experience working in an electronic medical record environment highly desirable.
- Ability to memorize, retain and recall pertinent skills and information

**SKILLS/COMPETENCIES:**

- Professional knowledge and skills as a Women's Health Nurse.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to provide technical advice, guidance, and to support professional state in area of specialty.
- Ability work well with physicians and ambulatory staff in a practice or health care setting.
- Demonstrate initiative and creativity to continuously improve services, process and other activities.
- Willingness to be flexible in situations.
- Strong competency documenting in electronic healthy records and I2I tracking.
- Superior inter-personal skills
- Critical thinking and problem solving skills
- Committed to the triple aim better care at lower cost leading to better health outcomes.

Qualified Applicants please submit resumes to [resumes@ravenswoodfhc.org](mailto:resumes@ravenswoodfhc.org) or fax 650.321.8576