

JOB DESCRIPTION

The overall purpose of this job is to provide patient care through face to face and telephonic/electronic interactions. This will be achieved through patient visits in the clinic, individual and group visits, and communication through patient portal and telephone calls. The registered nurse will make decisions based on standing orders, policies and procedures, and orders of providers.

RESPONSIBILITIES

- Provides direct patient care and assistance to providers.
- Maintaining awareness of events going on in assigned pod and assisting staff as needed for procedures; including, but not limited to dispensing medications to patients as ordered, obtaining medical records, and performing tests including but not limited to labs, EKGs, pulmonary function tests, nebulizer treatments, ear irrigation, ABI measurements, dermatology photos, wound care, and processing patient samples.
- Responsible for managing the patient flow and teamwork flow throughout the day in order to provide the most efficient, high-quality care possible for the patient, reports directly to the charge nurse.
- Works in coordination with the health coach to provide care to high-risk patient populations by managing reports, providing education, and offering proactive assistance in the management of their care; including, but is not limited to, leading group visits, holding individual consultations, and communication through the patient portal and telephone calls.
- Continuing to improve patient outcomes by utilizing the nursing process to make changes in the treatment plan in coordination with the patient, family, and provider.
- Encourages patient participation in wellness programs as well as opening conversations about the model for healthy living.
- Manages walk in clinic triage and nurse visits throughout the day; including, nurse led visits for hypertension, cold and flu, injections, and diabetic education instruction.
- Provides feedback for performance reviews for staff included in their team area.

- Assists with onboarding of new staff as directed.
- Participates in workflow and quality assurance meetings as directed.

QUALIFICATIONS

- Associate's Degree from an accredited School of Nursing is required with a State of Tennessee LPN licensure. Bachelor of Science in Nursing preferred.
- Two (2) years of practicing as a LPN and experience in specialty areas such as medical surgical, women's, pediatric or other specialty of nursing.

SPECIAL SKILLS & KNOWLEDGE

- Proficiency in Microsoft applications i.e., Excel, Word, and Power Point are strongly preferred.
- Knowledge of standard nursing procedures.
- Must have proven verbal communication skills to impart knowledge and resources to patient population and to communicate instructions to fellow staff members.
- Excellent analytical, verbal and written communication, organizational, and interpersonal skills.