**JOB DESCRIPTION**

**Job Title:** Weekend Registered Nurse or Paramedic **Date Revised:**

**Job Code:** RN  **Date Reviewed:**

**Classification:** Non- Exempt (Hourly) **Board Approved:**

**Summary Description:**

This is a position for an RN or Paramedic willing to work the weekend. The shift is a 48 hour shift, Saturday / Sunday. This position includes full benefits. The person in this position is part of the health care team concept. The team is devoted in the delivery of primary and emergent care in an ambulatory setting with emphases on prevention and health maintenance. The RN is to assist the providers, and other clinical staff in performing their duties and carrying on the necessary daily functions required in accordance with the SCRHCD policies and procedures.

**Supervision Received:** Directly supervised by the Director of Nursing.

**Responsibilities:**

1. Escorts patients to the emergency room in a friendly and professional manner.
2. Obtains primary patient assessment while collecting vital signs including, but not limited to: blood pressure, temperature, pulse, respiratory rate, weight, height, and pulse oximetry.
3. Demonstrates proper daily use of recording and managing of electronic medical records (EMR).
4. Maintains and reviews patients electronic and paper records, and charts and all pertinent information while using proper charting practices.
5. Observes, records and reports patient status to the health care provider.
6. Maintains and demonstrates professional communication to all members of the health care team.
7. Administers medication as ordered by health care provider while abiding by state licensure practices and maintaining proper documentation through EMR.
8. Assists health care providers with examinations, treatment procedures, laboratory, and x-ray orders.
9. Follow universal precautions to protect self and patients.
10. Obtains laboratory samples with proper patient labeling and EMR ordering practices.
11. Promotes and believes in the mission statement and Core Values established by SCRHCD.
12. Facilitates patient care coordination with outside entities.
13. Participate in weekly and monthly clinical maintenance to ensure proper inventory.
14. Demonstrates and practices basic nursing skills to promote health and wellness of patients.
15. Instructs patients on home care as directed by the health care provider.
16. Demonstrates professional communication to patients regarding medical information and care.
17. Performs weekly and monthly maintenance duties.
18. Cleans and supplies examination rooms daily.
19. Screens non-patient visitors.
20. Assists and performs triaging of emergent/urgent patients.
21. Cleans and sterilizes surgical instruments and treatment trays per protocol.
22. Assists in emergency room procedures with required certifications for SCRHD emergency room practices: ACLS (Advanced Cardiac Life Support), BLS (Basic Life Support), and PALS (Pediatric Life Support) and TNCC (Trauma Nurse Core Course). Preferred: ABLS (Advance Burn Life Support), ATNC (Advances Trauma Nurse Course), and CEN (Certified Emergency Nurse).
23. Responds to or refers incoming patient treatment-related phone calls. At the direction of the primary health care provider, instructs patient and family regarding medications and treatment plans.
24. Maintains patient confidentiality and HIPPA practices.
25. Is required to take after-hour and weekend call as part of the on-call medical team for the clinic.
26. Maintains proficient in laboratory proficiencies as documented in the laboratory policy manual.
27. Maintains patient confidentiality and HIPPA practices.
28. Duties as assigned.

**The job holder must demonstrate current competencies applicable to job position.**

**Qualifications:**

1. BSN preferred. ADN and Diploma graduates accepted.
2. Current State of Wyoming RN License without restrictions.
3. Minimum of one-year professional nursing experience. Applicants with emergency department and outpatient clinic experience preferred.
4. Current certifications in ACLS, BLS, PALS, TNCC. Preferred ABLS, ATNC, and CEN.

**Knowledge, Skills and Abilities:**

1. Knowledge of professional nursing theory, regulations and practices to give and evaluate patient care.
2. Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.
3. Skill in applying and modifying the principles, methods and techniques of professional nursing to provide ongoing patient care.
4. Skill in identifying problems and recommending solutions.
5. Skill in preparing/maintaining records, writing reports and responding to correspondence.
6. Ability to work as a member of the “health care team.”
7. Ability to maintain quality control standards.
8. Ability to react calmly and effectively in emergency situations.
9. Ability to communicate clearly and effectively.

**Working Conditions:**

1. Subject to varying situations including ability to understand and respond appropriately, effectively and sensitively to special population groups, including those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.
2. Frequent contact with a variety of people including prisoners and people with mental, emotional and physical disabilities.
3. Medical office, exam room, laboratory, radiology, emergency room and professional practice settings. Frequent exposure to communicable diseases and other conditions common to rural clinic environments.
4. May require travel between District sites.

**Physical Demands**:

Varied activities including moving, reaching, bending, and lifting. Requires full range of body motion including handling, moving, positioning and transporting patients. Also requires manual and finger dexterity, and eye-hand coordination. Requires standing and moving for extensive periods of time. Occasionally moves items weighing up to 50 pounds without assistance. Requires corrected vision and hearing to normal range. This position frequently requires working under stressful conditions and irregular hours. Year-round highway travel between clinics and other facilities throughout the district is required.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills, and working conditions for the persons so classified. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

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I have read my Job Description and I understand it completely. I have received a copy of my Job Description.

Employee’s Signature Date

Director of Nursing Date