

## **Registered Nurse (RN)**

Apply at [pureviewhealthcenter.org](http://pureviewhealthcenter.org)

Salary Range: \$33.55 To 39.47 Hourly

### **General Statement**

Under direction of the Clinical Nursing Supervisor, this position provides direct patient care and health care provider support

### **Duties and Responsibilities**

- Provides direct patient care and health care provider support
- Assists clinic providers with diagnostic and/or therapeutic procedures
- Administers medications, vaccines and prescribed treatment procedures
- Conducts initial patient health interviews
- Prepares patients for examination; prepares and cleans equipment, exam and treatment rooms
- Sterilizes equipment
- Records vital signs, height, weight
- Administers first aid
- Performs routine laboratory procedures including venipuncture
- Records clinical and progress notes and other patient information
- Maintains clinical records; provides medications per physician orders
- Monitors supplies and medications; provides patient health counseling
- Provides patient and family health education regarding acute and chronic health problems, preventive health and lifestyle modifications
- Schedules referrals
- Responds to inquiries from patients, pharmacies and other providers
- Assists in other clinic programs as required
- Participates in clinic quality improvement activities
- Responds to patient inquiries
- Provides advice and information on public health care issues
- Performs other duties as assigned

### **Required Qualifications – Experience & Education**

The above knowledge, skills, and abilities are typically acquired through:

- Graduation from an accredited college or university nursing program with an Associates or Bachelors' degree with a registered nurse degree
- One (1) year of nursing practice experience.
- Must be licensed as a registered nurse.

## **Knowledge Skills & Abilities**

- Knowledge of Montana Code Annotated
- PureView Health Center policies, procedures and functions
- principles and practices of nursing
- applicable public health statutes and ordinances
- measures and techniques of communicable disease prevention
- patient education and support techniques
- medical terminology
- medical office procedures and practices
- professional ethics, standards, practices and responsibilities
- HIPAA and records confidentiality requirements
- infection control measures and practices
- electronic medical records
- Ability to perform registered nursing skills including but not limited to medication administration, venipuncture and injections according to prescribed standards
- use common office machines
- understand and follow provider instructions
- maintain medical records according to prescribed clinic standards
- report communicable diseases according to MT-DPHHS standards
- communicate effectively orally and in writing
- provide patient care according to prescribed standards
- use medical instruments and equipment according to prescribed standards
- maintain patient medical records according to prescribed standards
- operate computer and related software, including word processing and spreadsheet programs
- establish effective working relationships with fellow employees, providers, supervisors, clients and family members

## **Special Requirements**

None

## **Physical Demands**

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds. Position requires knowledge and use of typical office equipment including telephone, copiers, fax machines and personal computer. Position requires frequent contact with fellow employees, providers, service agencies, patients and citizens.