

Northern Rockies Medical Center

 **right care. right Here.**

Position: RHC RN	
Department: RHC	
Reports To: RHC Clinic Manager and other Leadership as assigned	
FLSA Status: Non-Exempt	OSHA Exposure Category: I
Effective Date: January 2008	Revised: 03/2014, 04/2016

Job Objective: Provide professional nursing care to patients in the RHC Clinic setting. Practice NRMC standards of care in a safe and effective manner and observing all policies and procedures.

Qualifications:

1. Current Montana RN License required.
2. Current BLS.

Job Duties:

1. Adheres to the code of professional nursing and maintaining current, thorough knowledge of nursing practices and procedures.
2. Thoroughly and accurately assesses initial and on-going data pertinent to patient care; communicating assessment to practitioner.
3. Maintains patient confidentiality and displays respect for patient dignity at all times.
4. Provide accurate, complete, and timely documentation of all nursing procedures in the medical record, utilizing appropriate reporting mechanisms, as required by NRMC standards and the law.
5. Provide appropriate information, counseling, and educational resources to allow the patient to participate in their care.
6. Administer routine immunizations, therapeutic injections and skin tests; maintain appropriate and accurate documentation of results in the medical record.
7. Participate in the performance of clinical procedures including but not limited to: blood pressure checks, documentation of medications, venipunctures, and routine treatments such as inhalation therapy, catheterization, dressing changes, within the scope of nursing practice and under the supervision of the provider.
8. Comply with all infection control and safety procedures in the disposal of any waste materials to include bio-hazardous waste.
9. Provide daily environmental cleaning and equipment quality control and maintenance. Order and maintain current inventory of medication (ensuring medication checks for outdated medications), supplies, and other materials as needed by the clinical staff. Ensures emergent medications and IV trays are properly stocked and maintained.

10. Participate in and obtain continuing education requirements and programs consistent with the level and scope of nursing practice. Assists with the orientation of new personnel. Remain in compliance with all NRMC policies and procedures as well as State and Federal regulations.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends or on-call responses as necessary.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- A. Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- B. Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- C. Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital includes all areas of the NRMCM campus. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood, body Fluids, or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spill or splashes of them, are Category I tasks. Use of personal protective equipment is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMCM). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date

CONFIDENTIAL