



**Today's Date:** May 24, 2017

**Job Listing:** Clinic Nurse-LPN/RN. PRN on-call, SE Iowa. May be for clinics located in Ottumwa, Centerville, Sigourney or Richland, Iowa.

**Summary:** Provides primary care nursing, patient education, health care maintenance, patient counseling, and normative care services in a team setting to patients at River Hills Community Health Center. Works with providers and administers nursing care utilizing the nursing process (assessment, planning, implementation, and evaluation). Responsibilities include collection of data, administration of medications and treatments, and documentation of care provided. Assists with the planning, development and implementation of health education programs and materials, and provides assistance to and supervision of the Patient Clinical Representatives in areas of nursing beyond their scope of practice. Nursing care is provided under the guidance and supervision of a registered nurse. Performs all defined services and other related duties in accordance with the mission of River Hills Community Health Center.

#### **DUTIES AND RESPONSIBILITIES:**

1. Improve patient outcomes, and deliver quality care within practice areas as assigned. Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, and patient satisfaction.
2. Ensures timely and accurate collection of patient data, and makes observations on assigned patients to provide supportive data in the patient assessment.
3. Promotes attainment of specified goals through care coordination, health education to patients/families, and health care personnel as delegated by the registered nurse.
4. Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, and educational and safety needs.
5. Ensure all patient charts and related documentation are maintained current and relevant at all times.
6. Ensure all care and nursing practices are conducted consistent within current, relevant standards, as well as state and local laws and regulations, and related professional standards.

7. Demonstrate competency in practice and knowledge of current standards of practice. Maintains credentials and performs current nursing practice expectations within established guidelines.
8. Provides care in a manner that respects the patient's rights and choices in a multi-cultural setting.
9. Develops and maintains favorable internal relationships, partnerships with co-workers, including clinic managers, nursing staff, physicians and administrative office staff.
10. Develops and maintains favorable external relationships with vendors and contractors.
11. Ensure all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
12. Uphold and ensure compliance and attention to all corporate policies and procedures as well as the overall mission and values of the organization.
13. Maintain accountability for delegation to unlicensed assistive personnel (clinic assistants/interpreters).
14. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

#### **PRIMARY TASKS & DUTIES**

1. Provide direct care to patients as assigned and qualified to perform.
2. Assess, review, and develop nursing plans to ensure maximum patient outcomes
3. Provide counsel, support, advice, and support to patients and their families
4. Complete all patient charting, and ensure all patient records are current and complete, including but not limited to ongoing monitoring of referral results, medication authorizations, and pre-authorizations as required by third party payers.
5. Attend meetings, patient conferences, planning sessions, related to quality assurance, patient care, and other related topics within the clinic.
6. Attend seminars and maintain all licensure requirements for continuing education and best practices
7. Participates in quality strategies to evaluate compliance with standards and to identify opportunities to improve patient outcomes.

#### **ESSENTIAL FUNCTIONS/ KEY COMPETENCIES**

1. Demonstrate a high level of skill at building relationships and customer service.
2. Demonstrate interpersonal savvy and influence skills in managing difficult clients and patients.
3. Demonstrate high degree of knowledge and competency in the practice of medicine and associated charting requirements.
4. Requisite skills and ability to perform certain medical tasks as assigned

5. Demonstrate a high level of problem solving skill to better serve patients and staff.
6. Strong attention to detail and accuracy.
7. Ability to utilize computers for data entry and information retrieval.
8. Excellent verbal and written communication skills.
9. Ability to implement, and evaluate operational and administrative processes.

**MINIMUM QUALIFICATIONS:**

1. Graduated from an accredited nursing program.
2. Current and active licensure as a Licensed Practical Nurse (LPN) in the State of Iowa is required. Registered Nurses (RN) will also be considered.
3. Maintain Nursing CEUs for continued active license
4. Good verbal and written communication skills. Must be able to speak and read the English language.
5. Demonstrated professional commitment to providing services to medically underserved persons
6. Ability to communicate effectively both orally and in writing
7. Computer literate in electronic mail, word processing and Electronic Health Record (EHR).
8. Certification in Basic Life Support (BLS).

**Hours:** Work on a non-standard schedule with no guarantee of regular hours, Monday through Friday, hours varying between 7:00 a.m. to 8:00 p.m. Schedule varies based on patient needs and provider schedules.

**Supervisor:** Clinic Manager at assigned location.

**Deadline:** Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to Steve Haigh, HR Director at [shaigh@riverhillshealth.org](mailto:shaigh@riverhillshealth.org) Please identify in your cover letter which clinics you are able to work at and your schedule availability to provide hours.

**Or, mail to:**

River Hills CHC  
PO Box 458  
Ottumwa, Iowa 52501

River Hills CHC offers a competitive wage and limited benefits (CEU & license reimbursement and scrub allowance) for PRN staff.