

Spec. Code: 2705
Occ. Area: 12
Work Area: 442
Prob. Period: 6 mo.
Prom Line: None
Effective Date: 00/00/00
Last Action: Rev.

CERTIFIED CLINIC NURSE

Function of Job

Employees in this classification are registered professional nurses who function in a skilled outpatient clinic environment providing specialized patient care requiring professional certification in a specialty area of nursing practice. In addition to providing specialized professional nursing services, employees in this series assist with training related to their area of expertise in the education of residents, medical students, fellows and other allied health professionals. They work under administrative direction from the clinic manager/administrator.

Characteristic Duties and Responsibilities

1. Demonstrates clinical competence in carrying out patient care duties specific to assigned area.
2. Assists physician/nurse practitioner/physician assistant(s) with clinics including but not limited to: preparing patient for examination, testing, and/or procedures; obtaining vital signs and other pertinent information; scheduling and/or explaining procedures/tests to patient and family.
3. Obtains complete health and nursing histories for individuals and families who are patients of the clinic. Utilizes this information when providing telephone triaging, direct care and patient education.
4. Documents the patient's history, vital signs and chief complaint in the medical record.
5. Interviews patients and their families to determine patient/family dynamics, needs, and identification of any contributing factors to illness; guides other staff members in patient teaching; and assists patient's family to participate in patient's teach plan.
6. Coordinates follow-up of outpatient services. Facilitates scheduling and performance of tests and procedures. Provides follow-up care in conjunction with attending physician/nurse practitioner/physician assistant furnishing information and teaching.
7. Manages acute and/or episodic minor illness of outpatients, and recommends and initiates treatment as indicated.
8. Screens/triages telephone calls from patients and other customers; answers questions using professional knowledge, expertise, nursing judgement, and documents actions in-patient chart.
9. Following guidelines/protocols established by physician/nurse practitioner/physician assistant(s), refills medications and documents actions in patient chart.
10. Obtains pre-certifications and referrals for managed care patients.
11. Administers medications by appropriate route with consideration for patient safety. Utilizes specialized training to prepare and administer immunizations/medications.

12. Performs laboratory procedures specific to assigned area.
13. Responsible for assisting in the operation of the clinic by maintaining patient information for procedures, education and medical records.
14. Responsible for facilitating efficient patient flow within assigned clinic.
15. Follows established patient safety protocols for monitoring patients before, during and after treatments utilizing specialized training and is responsible for direction of appropriate response to adverse effects of treatment.
16. Serves as a clinical resource to clerical and ancillary personnel.
17. Identifies specialized patient needs and informs appropriate members of the staff.
18. Attends in-service classes and other meetings as directed and as deemed necessary. Suggests ideas for in-service training and improving patient education.
19. Assists with training related to specialty and education of residents, medical students and other allied health professionals.
20. Provides continuing education opportunities to other professionals and patients related to designated specialty.
21. Assists with development of educational materials for patient education related to specialty.
22. Attends in-patient rounds. Fulfills hospital requirements for Health Care Assistant hospital privileges.
23. Fulfills all requirements necessary to maintain certification for specialized area of nursing practice required of position.
24. Maintains Basic Life Support certification required to perform nursing duties.
25. Provides call coverage for patient calls of attending physician/nurse practitioner/physician assistant in accordance with departmental guidelines.
26. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a Registered Professional Nurse in Illinois.
2. Certification, from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in specialty area of nursing practice required of position.
3. Two years of work experience as a Registered Professional Nurse.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Strong written and verbal communication skills
2. Ability to work with others as a member of multiple disciplinary team
3. Strong problem solving abilities
4. Adaptability
5. Excellent customer service skills

