Job Summary

The Registered Nurse will assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Promote and support the Patient Centered Medical Home (PCMH) primary care model.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Maintain accurate, detailed reports and records.
- Monitor, record and report symptoms and changes in patients' conditions.
- Record patients' medical information and vital signs.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Consult and coordinate with Patient Care Team Members to assess, plan, implement and evaluate patient care plans.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Monitor all aspects of patient care, including diet and physical activity.
- Direct and supervise less skilled nursing or health care personnel or supervise a particular unit.
- Prepare patients for, and assist with, examinations and treatments.
- Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.
- Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.
- Provide health care, first aid, immunizations and specialty clinic assistance.
• Conduct specified laboratory tests.
• Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.
• Provide or arrange for training or instruction of auxiliary personnel or students.
• Refer students or patients to specialized health resources or community agencies furnishing assistance.
• Reports to work as scheduled and keeps supervisor informed of any changes to schedule.
• Perform other duties as assigned.

**Qualifications**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**Skills & Abilities**

**Education:** Bachelor's Degree (four year college or technical school)

**Experience:** 6 months experience preferred.

**Computer Skills:** Experience in Microsoft Windows environment preferred. Ability to competently utilize EMR to complete daily tasks.

**Certifications & Licenses:** Maintain current Hawaii state RN license and current Health Care Provider CPR certification.

**Other Requirements:** Bachelor's Degree in nursing from a four year college or university, or Associates Degree from an accredited nursing school. Community Health Care Center or similar community outpatient care experience preferred.
**Working Conditions**

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

**Physical Requirements**

Stand for extended periods of time, do repetitive tasks with few breaks.
Sense of Sound - Hear from stethoscope
Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

**Physical Demands**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>10 lbs or less</td>
</tr>
<tr>
<td>Walk</td>
<td>11-20 lbs</td>
</tr>
<tr>
<td>Sit</td>
<td>21-50 lbs</td>
</tr>
<tr>
<td>Manually Manipulate</td>
<td>51-100 lbs</td>
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<tr>
<td>Reach Outward</td>
<td>Over 100 lbs</td>
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<tr>
<td>Reach Above Shoulder</td>
<td></td>
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<tr>
<td>Climb</td>
<td></td>
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<tr>
<td>Crawl</td>
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<td>Squat or Kneel</td>
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<tr>
<td>Bend</td>
<td></td>
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<tr>
<td>Grasp</td>
<td>12 lbs or less</td>
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<tr>
<td>Speak</td>
<td>13-25 lbs</td>
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<tr>
<td></td>
<td>26-40 lbs</td>
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<tr>
<td></td>
<td>Over 100 lbs</td>
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***The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.***

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Human Resources</th>
</tr>
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<tbody>
<tr>
<td><strong>HR Director Approval:</strong></td>
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<td>Date:</td>
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| **Supervisor Approval:** | |
| Date:                   | |

| **Employee Signature:** | |
| Date:                   | |