



JOB DESCRIPTION FORM

Job Title:
Registered Nurse – Urgent Care

Location: FHP- Guam

Job Summary:

Reports directly to the Nursing Team Leader – Urgent Care & Surgi-Center and responsible for providing professional nursing care for clinic patients following established standards and practices. Also provides assistance to physicians and staff in coordinating patient care, and functions as primary liaison between patients, staff and physician.

Duties and Responsibilities:

1. Provides general nursing care to the patients in accordance to the nursing standards.
2. Asses and triage patient appropriately base on their acuity. Direct /assign patient to the appropriate department. Able to respond in emergency situation and appropriately render care to the patient based on their acuity level.
3. Administer prescribed medications and treatments in accordance with the nursing standards.
4. Documents all necessary treatments given in patients chart. Observes, records and reports patient's condition and reaction to drugs and treatment to the providers.
5. Respond to and/or refers patient phone consultations. Document all phone consultation notes in the patient's chart.
6. Educates patient/family about diagnostic procedures, medications, nutritional maintenance of health and wellness.
7. Documents all necessary procedures, supplies used in the encounter ticket for billing/coding purposes.
8. Acts as patient advocate. Assisting patient and family members in the plan of care

9. Acts as coordinator of the health care team in order to maintain the proper linkages to provide the necessary care on continuing basis.
10. Coordinate with the interdisciplinary team in planning the care of the patient.
11. Maintain examination rooms for necessary supplies and equipments.
12. Ensure cleanliness in the worker area. Keeping neat and orderly.
13. Prepares supplies and equipment and assist providers during examinations, treatment and procedures.
14. Performs other duties that may be assigned from time to time.

Job Specifications:

1. Graduate of Bachelor's Degree in Nursing; License is required. BLS certification required. ACLS and PALS certification encouraged.
2. Minimum of 1 year experience with impressive track record in providing professional nursing care for clinic patients following established standards and practices. Must also have thorough capability in providing assistance to physicians and staff in coordinating patient care and functions as primary liaison between patients, staff and physician.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Strong ethics and a high level of personal and professional integrity.
9. Knowledgeable of federal and state laws and requirements relating to healthcare management.
10. Computer literate and very highly proficient in using MS office programs.