



ethnē health
a community clinic

Clinic Registered Nurse

POSITION SUMMARY

The registered nurse uses his/her nursing experience and clinical knowledge to fulfill various roles in operation of the clinic. All nursing staff are required to document their work in the electronic medical record, treat patients in a timely and professional manner and maintain compliance with applicable regulations. The nurse will manage nursing volunteers, medical support staff, maintain medical support, staff schedule and train medical support staff. This position is directly supervised by Ethne's Lead Clinic Nurse.

Ethne Health is a faith-based non-profit primary care clinic serving a primarily immigrant and refugee population in Clarkston, GA.

KEY RESPONSIBILITIES

- Directs/organizes the flow of patients through the clinic.
- Administration of injectable medications (i.e.: immunizations, injectable birth control, steroids, pain medication)
- Administer nebulizer treatments
- Collect and prepare lab specimens
- Downloads lab documents from server when needed
- Performs EKGs
- Administer vision and hearing screens
- Assures readiness of patient exam rooms and work up areas by performing daily routine housekeeping and stocking
- Communicates normal and abnormal lab results to patients and provides appropriate patient education and the treatment plan as outlined by the provider.
- Perform routine phlebotomy services including venipunctures, finger sticks, skin punctures, injections, immunizations, and all CLIA waived tests.
- Notify physicians of abnormal results. (i.e. in-house strep test, hemoglobin, glucose and hemoglobin A1C).
- Monitor usage, maintain inventories (including VFC/private vaccines, lab supplies, medications, procedural supplies) and run proper controls as needed for all tests, reagents and other supplies according to manufacturers' specifications, including the proper recording of open dates, monitoring of expiration dates, and other storage requirements.
- Maintain instrumentation (autoclave calibration, cleaning etc.).
- Provides nursing care for patients per protocols and as directed by the provider such as: IV infusions, medication injections, wound care and dressing changes, assisting in procedures (eg.



ethnē health
a community clinic

PICC line removal/management), and diabetes (use of glucometer, insulin administration, etc) and other chronic disease patient education.

- The nurse will triage patient phone calls for providers and helps with medication refills or other patient requests. The nurse directs the assessment of urgent patients who present to the clinic in person or via phone. Appropriate documentation should be noted in the patient's medical record.
- Ensures that all emergency equipment, clinic use medications, and supplies and medications for procedures are properly stocked, stored, and logged (as applicable) for the care of patients at their clinic site.
- Ensures VFC immunization compliance
- Well child exam responsibilities: oversight to ensure intake done, appropriate questionnaires administered, vision/hearing screens done, blood draws, and immunizations given.
- Use proper lifting techniques to assist patients out of cares, push in wheelchairs, on to exam tables and other patient mobility situations
- Manages medical support staff and nursing volunteers and assists/directs them with prioritizing clinical tasks and working efficiently.
- Helps train medical support staff and volunteer nurses on duties, procedures and protocol and verifies competency.
- Helps handle medical staff and nursing volunteer scheduling.
- Provide assistance with other tasks as assigned.

POSITION REQUIREMENTS

Skills:

- Adaptability
- Strong patient assessment skills required including ability to triage patients. Ability to use the nursing process to guide patient encounters and care.
- Communicate effectively with patients in a manner that protects their confidentiality and is sensitive to their culture and to their physical/emotional/spiritual condition.
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Good physical stamina and an ability to be standing/active/in motion most of the day. Strength and dexterity to move patients, handle equipment, and move quickly within the clinical area to fulfill job responsibilities.
- Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among Ethne Health staff and patients, treating others with kindness and professionalism in all they do.
- Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.



ethnē health
a community clinic

- Clear and concise written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health.
- Strong ability to be a clinical leader in the organization and guide a team of medical support personnel. Ability to delegate appropriate tasks to medical support staff.

Education:

Relevant college degree or experience in nursing

Experience:

Clinical experience preferred, preferably in an acute care or triage setting

Licenses or Certifications:

RN in the state of Georgia

CPR Certification

Knowledge of any other language is helpful

Compensation and benefits:

\$23 to \$26 per hour, depending on experience.

Please send all inquiries to Kimberly.Stewart@ethnehealth.org