SEQUOIA JOB DESCRIPTIONS

RN Case Manager

SEQUOIA
Integrative Medical Services

JOB TITLE: Registered Nurse

JOB CLASSIFICATION: Direct Patient Care / EHR

EXPECTED HOURS: This position will work Part-Time, Full-Time, or PRN, depending on need.

BENEFITS: Varies based on FT or PT, health insurance stipend, travel reimbursement (gas card), PTO

JOB RESPONSIBILITIES

- Provides professional nursing care under supervision for clinic patients
- Performs general nursing care to patients
- Triage patients to the appropriate setting to best meet their health care needs
- Assists with the preparation of equipment and aids physician during treatment, examination, and testing of patients
- Room patients, obtain brief history, and document pertinent information including vital signs
- Assist with office procedures as directed (may include but not limited to: nebulizer treatments, wound care, cast/splint applications, etc.)
- Provide telephone advice to patients as directed
- Provide telephone follow-up to patients as directed
- Communicate with providers regarding patient calls
- Communicate with hospitals and other offices as directed by the providers
- Administer injections, IVs, and straight catheters as directed by the provider
- Refill prescriptions as directed by provider/protocols
- Facilitate/perform lab & diagnostic testing per provider order
- Act as a liaison for providers
- Facilitate completion of forms as appropriate
- Review and report test results to patients and instruct as to the appropriate follow-up per the provider's direction
- Complete prior authorization paperwork and processes as appropriate
- Complete referral forms and make referral appointments
- Observes, records, and reports patient's condition and reaction to drugs and treatments to physicians
- Maintains timely flow of patients
- Responsible for preparation of exam rooms including re-stocking of treatment areas
- Attends required meetings and participates in committees as requested
- Participates in professional development activities and maintains professional affiliations
- Use of electronic medical record (EMR) (may include but not limited to: documentation, referrals, order entry, pre-certification, etc.)
- Maintains patient confidentiality
- Other duties designated under the scope of licensure
- Performs related work as required

PERFORMANCE REQUIREMENTS:

- Knowledge of the principles and skills needed for registered nursing to provide patient care and treatment
- Knowledge of professional nursing theory and practice to give and evaluate patient care
- Knowledge of medications and their effects on patients
- Knowledge of medical equipment and instruments to administer patient care
- Knowledge of common safety hazards and precautions to establish a safe work environment
- Skill in taking vital signs

- Skill in maintaining records and recording test results
- Skill in assisting in a variety of treatments
- Skill in developing and maintaining department quality assurance
- Skill in establishing and maintaining effective working relationships with patients and staff
- Ability to recognize problems and recommend solutions
- Ability to interpret, adapt, and apply guidelines and procedures
- Ability to communicate clearly
- Ability to work in a fast-paced environment
- Ability to work under stressful or emergency situations with high concentration and energy level
- Must display excellent teamwork

EDUCATION/EXPERIENCE/CERTIFICATIONS:

- RN with current Wisconsin license
- CPR certification
- RN experience preferred
- Previous experience working on an Electronic Medical Record (EMR)

TYPICAL WORKING CONDITIONS:

Combination of medical office and exam/procedure room settings, dealing with multiple patients in a short period of time. This is a fast-paced job that needs to be done with efficiency and precaution. Possible exposure to communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment.

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and eye-hand coordination. Involves standing and walking. Occasionally lifts and carries items weighing up to 50 pounds as needed for patient transfer (with assistance of other staff). Must be able to lift up to 30 pounds of supplies. Sometimes has to wheelchair patients with a force of up to 70 lbs. Requires visual acuity correctable to 20/30 and hearing within normal range. Requires exposure to bodily fluids.

PHYSICAL REQUIREMENTS:

- Sit
- Stand
- Walk
- Drive
- Climb (Stairs/Ladders)
- Bend (Neck)
- Bend (Waist)
- Squat
- Kneel/Crawl
- Twist/Turn (Neck)
- Twist/Turn (Waist)
- Lift/Carry 0-10 lbs.
- Lift/Carry 11-25 lbs.
- Lift/Carry 26-35 lbs.
- Lift/Carry 36-50 lbs.
- Lift/Carry 51-75 lbs.
- Lift/Carry 76-100 lbs.
- Lift/Carry > 100 lbs.
- Push/Pull up to 10 lbs.
- Push/Pull 11-25 lbs.
- Push/Pull 26-35 lbs.
- Push/Pull 36-50 lbs.
- Push/Pull 51-75 lbs.
- Push/Pull 76-100 lbs.
- Push/Pull > 100 lbs.
- Reach (Above shoulder level)
- Reach (Below shoulder level)
- Simple Grasping (Hands/Arms)
- Fine Manipulation (Hands/Arms)
- Gross Manipulation (Hands/Arms)
- Color Discrimination (Vision)
- Near Vision (Correctable to Jaeger 2 or 20/30 binocular)
- Distance Vision (Correctable to Snellen chart 20/30 binocular)
- Hears Whispers < 3 feet
- Hears Whispers 3-8 feet

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility document form upon hire.