

TITLE: RN - Triage
CLASSIFICATION: Hourly
HOURS OF WORK: Full time/Per Diem
REPORTS TO: Clinic Manager

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SUMMARY

The RN - Triage participates in the care of the patient, under the direct supervision and authority of the Physician and in collaboration with the healthcare team. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

ESSENTIAL DUTIES

- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC.
- Answers inbound patient calls in a courteous, professional, and efficient manner. Assesses and provides guidance to patients on a variety of women's health questions. Uses practice policy and procedure, clinical judgment, knowledge, and experience to direct conversation with the patient and guide in the decision to give self-care advice, refer the patient to a primary care physician, make an appointment or instruct the patient to obtain treatment at the nearest emergency department.
- Receives, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology including electronic medical records.
- Submits electronically/faxes new prescriptions and refill prescriptions according to physician orders. Records all prescription/refill information in the medical record.
- Performs Fetal Non-Stress Tests according to physician's orders.
- Recognizes and responds to emergencies, obtaining assistance from and/or referring to physicians when appropriate.

SECONDARY DUTIES

- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Completes competency and compliance training as assigned.
- May assist with examinations, procedures, and treatments, preparing and administering medications under the direction of a supervising physician.
- May prepare and maintain examination and treatment areas, ensuring adequate inventories of supplies and equipment to maintain efficient patient flow.

- May prepare patient for examinations, procedures, and treatments by obtaining vital signs; obtaining, evaluating, and recording patient history; and updating medication and immunization records.
- Any other duties as defined by management or physicians.

SUPERVISORY RESPONSIBILITY

This position does not supervise any employees.

EDUCATION AND EXPERIENCE

Current, valid RN Oregon state nursing license.

Basic Life Support or Advances Life Support Certification a plus.

COMPETENCIES

- Advanced knowledge and competence in all skills related to the performance of patient care.
- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions and instruct others; and speak clearly to patients, employees and management.
- Ability to deal complex problems involving multiple facets and variables in non-standardized situations.
- Ability to work with little supervision while performing duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have occasional exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires up to 10% travel to other WC clinic locations for meetings and ensuring adequate staff coverage.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Requires close visual acuity to perform an activity such as viewing a computer terminal; reading business periodicals, professional journals, or technical procedures.

Women's Care
Job Description

Updated
September 2015

- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.
- Occasionally required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. (10-50 pounds.)
- Occasionally required to have full range of body motion in order to assist, move, and/or lift patients. (75+ pounds.)
- Occasionally required to perceive attributes of objects, such as size, shape, location, by touching, particularly with fingertips.
- Frequently required bend, sit, stoop and stretch.