



Upper Hudson Planned Parenthood

JOB DESCRIPTION

Position Title: Registered Nurse
Reports to: Health Center Manger
Reviewed By: Human Resources

Department: Health Center Operations
Location: Clinics
FLSA Status: Non-Exempt

SUMMARY OF POSITION:

The RN position provides the foundation on which we build efficient, sensitive, professional clinics. As an intricate contact with clients and the public, the RN must represent Upper Hudson Planned Parenthood's commitment to client satisfaction and quality healthcare. The RN is responsible for all nursing procedures and related duties. The RN will work within the context of UHPP medical protocols.

Essential Job Functions:

1. Patient Care:
 - a. Greet patients and visitors in a positive friendly manner.
 - b. All aspects of patient care must be presented factually and un-biased, including birth control options and abortion.
 - c. Manages flow of clients.
 - d. Process incoming and outgoing medical faxes.
 - e. Monitors Emergency Medication and Supply cart and notifies Health Center Manager of any needs/replacements.
 - f. Completes audit and recount of these supplies after an emergent event.
 - g. Provide comprehensive education regarding birth control options, pregnancy options, STI's, PrEP, PEP, GAHT medications and all aspects of reproductive health care.
 - h. Comply with all state laws governing abortion services and mandatory reporting.
 - i. Responsible for medication administration under the direction of a physician including narcotic administration for abortion services.
 - j. Responsible for daily narcotic counts in conjunction with another RN.
2. Electronic Health Record Management:
 - a. Document phone conversations in patient charts as indicated.
 - b. Facilitate appointment scheduling.
 - c. Performs client triage for:
 - Medical problems
 - Acute vs. routine appointments
 - Follow-up of lab results
 - d. Maintains patient record documentation in accordance with clinic standards and guidelines, assuring confidentiality of all records.
 - e. Accurately document all patient information into electronic health record and ensure all services are correctly identified for reimbursement purposes.
3. Pharmaceutical:
 - a. Dispense contraceptive supplies and medication with correct documentation.
 - b. Administer MicRhoGAM/RhoGAM as ordered by provider.
 - c. May administer IV medications as directed in an emergency.
4. Lab / Intake:
 - a. Conduct patient assessments.



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- b. Monitor patient after procedures and assist with escorting patients via ambulation or wheelchair to recovery area after procedures.
 - c. Work in conjunction with the clinician to anticipate, identify, and satisfy patient needs.
 - d. Perform basic lab duties to include pregnancy testing, urinalyses, hematocrits, and preparing lab specimens for transport to respective laboratories.
 - e. Monitor patient flow, working closely with clinical and front desk staff to ensure optimal efficiency and patient satisfaction.
 - f. Assists clinical staff during exams or procedures.
 - g. Set up rooms at the beginning of clinic and maintain and clean rooms between patients and at the end of the day.
 - h. Keep lab clean according to OSHA standards and guidelines.
5. Lab Tracking / Follow-up:
- a. Submit STI results to DOH as indicated
 - b. Work with clinical staff in following up as indicated on all abnormal findings.
 - c. Educate patients regarding abnormal findings and treatment options.
 - d. Ensure accuracy of lab logs, including findings and follow-up per protocol.
6. General Clinic Matters & Clinical Quality;
- a. Maintain attractive and scrupulously clean clinic environment, including public restrooms, waiting room, lab, exam rooms, and reception area.
 - b. Ensure the good working condition of office equipment.
 - c. Maintain adequate inventories of all necessary supplies, educational materials, forms, contraceptives and other items necessary to ensure uninterrupted service to patients.
 - d. Provide relief coverage at other sites as scheduled.
 - e. Conducts necessary audits of patient records as directed by RQM Manager.
 - f. Participates in Risk & Quality Management conference calls and activities as designated

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Licensed and currently registered to practice in New York State as a Registered Professional Nurse
- One to Two years Clinical Quality experience
- Current BLS or ACLS certification.
- Knowledgeable in the field of family planning.
- Able to relate comfortably, professionally and nonjudgmental to patients at all levels.
- Accurate, well-organized and able to work well under pressure.

Travel:

Up to 25% travel required (between Health Centers). While performing the duties of this job, the employee will have to travel to other work locations at various times. Will attend mandatory trainings and work which will be at various locations and involve travel to alternate locations. Own transportation is preferred, with a valid driver's license, inspection, registration and adequate insurance.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively 1:1 with co-workers, clients, internal and external customers, and outside contractors and vendors.

Computer Skills:

Proficient in Word, Excel, database management and familiarity with Electronic Health Records



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Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical demands:

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 the essential functions.

While performing the duties of this job, the employee is required to continuously talk and hear, frequently sit, stand, walk, reach, grasp, handle small objects, use repetitive motions of the hands and wrists. Work requires occasional bending. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must be able to lift and/or move up to 50 lbs., operate a computer including keyboard and associated technology and a multi-key telephone.

Medical requirements of the position: All staff that interacts with patients and clients is required to meet the Department of Health medical requirements of an annual Tuberculin Test (PPD), Physical and Influenza Vaccination and abide by COVID-19 precautions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other:

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
4. I understand that UHPP is an "at-will" employer.

Employee Signature: _____

Date: _____

Approved by:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____