

## **Cayuga Medical Associates**

### **Job Description**

#### **Job Title: Registered Nurse**

**Purpose:** The purpose of this job is to support the physicians and/or mid-level providers in the practice with clinical activities and direct patient care. The RN may also assist in appointment scheduling and other related activities for optimal patient service. RN's by nature of licensure have an oversight responsibility to other clinical staff (LPN's and medical assistants).

**Reports to:** the Office Manager, Practice Manager or Clinical Supervisor, as per each practice structure.

#### **CMA Pledge to Service Excellence**

All CMA employees are required to display the following cornerstones in representing themselves as an employee of Cayuga Medical Associates:

- *Patient- Centered Excellence:* We will provide exceptional and compassionate care, one patient at a time.
- *Teamwork:* We will work together as a cohesive team.
- *Safety:* We will maintain a safe, clean, and welcoming environment.
- *Respect:* We will maintain a respectful and peaceful atmosphere.
- *Professionalism:* We will act in a professional and positive manner.

#### **Essential Job Functions: (Under the direction of the physician or RN nurse manager)**

- Performs professional nursing care in accordance with the New York State Nursing Practice Act.
- Carries out all assigned nursing procedures for the comfort and well-being of patients, per practice protocol.
- Takes and records patient's vital signs.
- Prepares exam rooms and sterilizes equipment and supplies per protocols.
- Prepares equipment and assists physicians/providers with procedures, patient care and/or scheduling.
- Performs triage for physicians/providers with regard to clinical questions, prescription refills, test results and other patient calls per practice protocols.
- Prepares patient's record for visit, as directed by physician/provider.
- Provides patient education, as requested per physician/provider
- Maintains compliance regulations.
- Complete nurse's notes in patient's record.
- Participates in scheduled team meetings to discuss /clarify roles, responsibility, processes, and patient issues
- Participates in quality improvement activities and committees, as requested.
- Provide care management by communicating with community agencies as appropriate.
- Works with all members of the team to achieve patient centered care as well as quality care by using the best practice standards and case management.

#### **Knowledge, skills and abilities**

- Graduation from an accredited RN program

- Current NYS licensure as a Registered Nurse
- Demonstrate clinical competency, as defined by organizational standards and protocols
- Knowledge of nursing, anatomy, physiology and medical terminology
- Knowledge of diseases and treatment
- Knowledge of equipment, sterile technique and procedures of treatment.
- Knowledge of OSHA regulations
- Knowledge and application of medical chart requirements
- Medical assessment skills
- Knowledge of the practice management system, EMR and scheduling protocols
- Basic keyboard skill
- Excellent written and verbal communication skills
- Maintains highest level of confidentiality at all times with both patient and organizational information
- High level of accuracy in performing responsibilities
- Exceptional service attitude and communication style
- Professional appearance and demeanor
- BLS Certification

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required for successful performance of this role. You may be asked to work in another department on occasion if staff shortages occur and if your home practice has the ability to float a staff member from one department to cover another.

**Physical requirements:**

- Standing-- 70%
- Sitting-- 30%
- Reaching-- 80%
- Bending-- 50%
- Lifting-- must be able to lift 40 lb.

**Working environment:**

- Pleasant conditions; comfortable indoor climate with suitable equipment and tools to carry out the responsibilities of the job.
- Persons in this job may be exposed to communicable disease through patient care and interaction.

I have reviewed the above job description and accept this position with the acknowledgement that I am willing and able to meet all requirements and expectations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name