

<b>SUBJECT:</b> Southern Peigan School Health Location – Browning School Base Job Description – RN Telehealth Nurse	<b>REFERENCE</b>
Supervised By: SPHC Clinical Coordinator	<b>PAGE: 1</b> <b>OF: 7</b>
<b>APPROVED BY:</b> J.St.Goddard	<b>EFFECTIVE: 5/23/2023</b> <b>REVISED: 11/27/23</b>

**Job Summary:**

Provides direct and indirect patient care in the telehealth office setting. Inputs patients into the EHR system, including correct demographics, medical insurances, patient history, etc. Provides care that reflects initiative, flexibility and responsibility indicative of professional expectation with a minimum of supervision. Determines priorities of care based on physical and psychosocial needs, as well as factors influencing patient flow through the system. Communicates with the office medical providers about changes in patient’s status, symptomology and results of diagnostic studies. Is able to respond quickly and accurately to changes in condition or response to treatment.

**Leadership Requirements:**

- Provides direct patient care, evaluates outcomes, consults with other staff as required and adjusts nursing care processes as indicated to ensure optimal patient care.
- Oversees nursing assistants and other members of the health care team providing patient care at the clinic, ensuring compliance policies and procedures.
- Enhances the quality of healthcare facility’s service offerings.
- Responsible for resolving patient complaints.
- Supports and maintains a culture of safety and quality.
- Demonstrates the ability to be flexible, organized and function under stressful situations.
- Monitors utilization of equipment and supplies; order supplies as needed.
- Participates in performance improvement, including utilization and promotion of familiarization with performance improvement standards and programs.
- Provides leadership and direction in accordance with organizational goals and objectives.

**Job Specific Requirements:**

- Performs the clinical functions of a registered nurse as outlined in the Montana Board of Nursing Scope of Practice.
- Responsible for safety and comfort of patients, and the health and safety of staff. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors
- Assumes the role of patient advocate respecting guidelines found in the Patient Bill of Rights
- Ability to perform a head to toe assessment on all patients and reassessments as per policy. This includes pediatric, adolescent and geriatric patients and the general patient population.
- Ability to assess and reassess pain and pain management techniques utilized. Educates patient and family regarding pain management.
- Demonstrates knowledge of cardiac monitoring, identifies dysrhythmias.
- Assists the medical providers with office procedures; maintains medical and surgical asepsis
- Ability to direct and operate telehealth clinical technology and equipment.

## **Professional Requirements:**

- Adheres to policies and procedures of the facility as outlined in current manuals.
- Serves as a resource to others.
- Assists in the planning and promoting of health programs for the community.
- Stays up-to-date on the many factors that affect the performance of the healthcare facility including advancements in diagnostic equipment, medications, and computer technology.
- Assumes responsibility for own personal continuing education and developmental needs; attends meetings, workshops to enrich personal knowledge, growth and management skills.
- Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
- Maintains and ensures patient confidentiality at all times.
- Attends annual review and performs departmental in-services.
- Works at maintaining a good rapport and a cooperative working relationship with physicians and staff. Works with all staff in a collaborative manner.
- Represents the organization in a positive and professional manner.
- Attends committee, CQI and management meetings, as appropriate.
- Ensures compliance with policies and procedures regarding department operations, fire safety, emergency management and infection prevention and control.
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.

## **Knowledge, Skills and Abilities Required**

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of accreditation and certification requirements and standards.
- Ability to provide direct patient assessment, treatment, and care in an outpatient setting.
- Knowledge of clinical operations and procedures.
- Must have excellent verbal and written communication skills.
- Must have superior problem solving and decision-making skills as well as strong analytical skills.
- Must be a talented team builder.
- Must be detail oriented with strong organizational skills.
- Must have strong computer skills
- Ability to develop patient therapeutic plans.
- Knowledge of current principles, methods and procedures for medical evaluation and treatment in the area of specialty.
- Basic computer knowledge.
- Knowledge of health education theory and practice
- Skill in preparing and maintaining patient records.
- Must have good negotiation and persuasion skills.
- Must have the ability to exercise sound judgment.
- Performs miscellaneous job-related duties as assigned.

## **Physical Demands:**

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.

- Moderate amount of walking is involved, sometimes in hazardous areas – outdoors in extreme weather – ice, snow, rain, high wind, etc
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Work is normally performed in:
  - Office work environment.
  - Patient homes
  - Community centers
  - Travel to and from clinic locations
- Must be able to work normal weekday hours Monday through Friday from 8am to 5pm plus some evenings and weekends when necessary.

**Regulatory Requirements:**

- Current Unrestricted Montana Registered Nurse Licensure;
- Bachelor’s Degree in Nursing preferred but not required.
- Current CPR certification.

I am in receipt and acknowledge the stated job requirements as outlined for my position.

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Employee Name

Date

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Jennifer St.Goddard  
Director/Administrator

Date