CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Onsite Employee Health and Wellness PRN Registered Nurse / PRN Licensed Practical Nurse

Department: Onsite

Grade I/Step 7
H.P.D. Varies
D.P.Y. Varies

Job Description
Date Reviewed: August 2023

Reports To: Onsite Employee Health and Wellness Manager Clinic Manager and Assistant Clinic Manager

Purpose of Job

The PRN Registered Nurse / Licensed Practical Nurse provides medical treatment and personal care services on an as needed basis, as directed by Onsite Administration, including physician or a NP / PA / MD, to adult/pediatric patients seeking treatment for injury/diseases in a clinic. Supports Onsite Administration in all medical office and clinical functions of the clinic. Assists the Lab Tech / Referral Specialist with necessary tasks for patient care. Assists the Onsite Infusion Nurse with assigned duties. The PRN Licensed Practical Nurse position is not guaranteed any number of hours per week or hours per year.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets patients in a polite and professional manner.

Maintains clinic in a safe and comfortable clinical environment for patients, guests, and employees.

Monitors schedule to minimize patient wait times.

Interviews patients to obtain appropriate medical information, and measures vital signs- includes such items as pain assessment, pulse rate, temperature, blood pressure, height, weight and any preliminary physical tests; records information on patients' electronic medical record. Records patient medical history; confirming purpose of visit. Reports summary of patient history to NP / PA / MD as necessary.

Completes all direct nursing care "due" at the time of patient visit to ensure compliance under the supervision of the NP/ PA / MD.

Performs visual acuity testing and hearing tests as ordered by the Medical Provider.

Assists the treating Medical Provider to perform functions required for patients seeking DOT certificates.

Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Gather supplies and perform rapid laboratory testing as ordered by PA, NP, and MD. Collects lab specimens from patients for testing, including but not limited to urine, blood, and sputum; performs routine laboratory tests on these specimens as needed. Performs rapid urinalysis, RSV, mono, strep, and flu testing and provides analysis information to the Medical Provider.

Gathers supplies needed and performs / assists with medication administration per NP / PA / MD orders, using the proper route, such as oral, topical, sublingual, invasive, etc. This includes emergency medication administration.

Submits all received laboratory results to the assigned Provider, ensuring immediate report of panic values. Contacts patients with lab and imaging results under the direction of the NP / PA / MD.

Prepares and restocks treatment rooms for examination of patients; cleans examination rooms between patients.

Inventories and orders medical/office supplies and materials. Discards and disposes of expired items and medications accurately.

Safeguards and secures medical records to maintain patient and employee and confidentiality.

Assists the Lab / Referral Nurse in scheduling patient appointments and appointments for imaging, performs referrals to specialists, and scans received reports / results into the patient's electronic medical record. Contacts patients with necessary follow-up information per the Medical Provider's instructions.

This person can assist the Front Desk staff in answering telephones and provides patient information / messages to patients and/or medical staff under the guidance of Onsite Administration and NP /PA / MD.

Administers vaccines to all stakeholders as necessary; including but not limited to pediatric, adult and geriatric vaccinations.

Repeats patient instructions from ordering Providers about medication and special diets, as ordered by the treating NP / PA / MD. This person can relay information to patients about medication and special diets, as outlined by the treating NP / PA / MD. Information can be sent via verbal or written route or by secure text to patient by means of using the electronic medical record. Patient education can be performed regarding medical issues affecting patients.

Performs / Assists in change of dressings, cleans wounds and incisions, laceration repair, wound bandaging, and removal of sutures as instructed by the treating Medical Provider.

Schedules imaging ordered by Medical Providers, to include electronic filing of orders when necessary, along with receiving and processing STAT orders and obtaining prior authorization of those orders when necessary.

Scans received imaging and referral reports/results into electronic medical record. Contacts patients with necessary follow-up information per the Medical Provider's instructions.

Inputs immunizations into the electronic state database.

Facilitates STAT referrals to specialist as ordered by PA, NP, or MD.

Gather supplies needed and be able to perform/assist with venipuncture. Uses each of the following methods (butterfly collection, standard needle, and syringe draw) depending the patient's access capability. Also performs / assists MD, PA, or NP with specimen transfer for specialized venous testing.

Gather supplies needed and be able to perform/assist with stool sample collection, for the following but not limited to following: C & S, C. diff, and Eco Pak. Also utilizes collection of body tissues needed for culture collection- not limited to but including viral, wound, and throat culture.

Assists MD, PA, and / or NP with cryotherapy related procedures.

Assists MD, PA, and / or NP with procedure for skin tag removal.

Assists MD, PA, and / or NP with wart removal procedure.

Gather supplies needed and be able to perform/assist with pathological/histologic specimens as identified and ordered by MD, PA, or NP.

Records all Onsite refrigerator and freezer temperatures on the appropriate log document form and ensures proper compliance while reporting all temperature excursions promptly to Onsite Administration.

Dons PPE for patients with measures requiring implementation of proper protective equipment, including but not limited to patients with COVID symptoms.

Performs COVID testing for patients as needed. Reports all Onsite COVID testing results to Tennessee Department of Health and Montgomery County Health Department.

Updates COVID results from Onsite Employee Health & Wellness clinics in the internal spreadsheets.

Administers COVID vaccination to all qualifying patients as ordered by the MD, PA, or NP.

Documents time and treatment amounts and any other pertinent information in patents' electronic charts.

Assists Medical Providers with emergency patient care.

Gathers supplies needed and be able to perform ear lavage to patients as ordered by the Medical Provider.

Gather supplies and perform subcutaneous, intradermal, and intramuscular injections as ordered by PA, NP, or MD.

Gather supplies and perform / assist with treatments ordered by PA, NP, or MD- both invasive and non-invasive. These include foreign object removals, pap smears, rectal exams, wound irrigation, STI testing via urine specimens and / or vaginal / urethral collection, Hemoccult testing, etc. Also assists the Medical Provider in maintaining a sterile field while providing instrument retrieval at the request of the Medical Provider.

Gathers supplies needed and able to assist the treating Medical Provider with the stabilization of joints and orthotic needs.

Performs finger, small and large limb splinting per the treating Medical Provider's orders.

Provide patient with educational material as needed.

Administers oral and injectable medication per NP/ PA / MD orders.

In the absence of the Lab / Referral Nurse, can assist with administration of allergy shots to patients per the outside allergist orders. Will also administrate peak flow testing to these patients, as ordered. In those instances, it may be necessary to provide the allergist office with the necessary copies of shots administered at Onsite by faxing information to them. Can also assist with reordering allergy medications when medication is determined to be at a low status.

Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Maintains current certificate in Basic Life Support by either AHA or American Red Cross.

Prepares and restocks treatment rooms for examination of patients; cleans examination rooms between patients using OSHA guidelines for guidance.

Transmits prescription orders and refills for patients as directed by NP / PA / MD.

Start of IV administration once necessary for infusion patients for specialty medication administration, including but not limited to Remicade, Ocrevus, Entyvio, Sandostatin, Stelara, Prolia, Iron Administration, and other medication as identified in use for Onsite Infusion services.

Individual patient assessment of IV access line and patient to determine emergency status before, during, and after infusion of medication.

Promptly and thoroughly reports any possible violation of Onsite clinic policies or possible legal / license infractions involving clinical staff members to Onsite Administration for resolution.

Follows all legalities of laws and ethics relating to medical assisting practice, as expected for Licensed Practical Nurses.

Maintains current certification as a Licensed Practical Nurse as recognized by the TN Board of Nursing

Performs any other duties as delegated by Onsite Administration- Clinic Manager, Assistant Clinic Manager, and Safety & Health Director.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate of an accredited Registered / Practical / Vocational College with State Licensure or course valid to practice in the state of Tennessee (or has compact state licensure valid to practice in TN).

Minimum of three years of nursing experience is preferred, with a strong emphasis on patient care.

Maintains current certification in Basic Life Support by either the AHA, or the American Red Cross.

KNOWLEDGE OF JOB

- Excellent verbal and written communication and interpersonal skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Previous clinical experience in primary care office and infusion clinic preferred.
- IV, Phlebotomy skills and lab specimen processing.
- Knowledge in minor office procedures, such as biopsy, lesion removals, pap smears.
- Ability to work independently with designated Onsite LPN and RN from Onsite Administration- including Onsite Supervising MD supervision.
- Ability to make recommendations to effectively solve problems, using judgment consistent with Nursing standards, practices, policies, procedures, regulations, and/or government law.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Ability to adapt to change and implement new policies / procedures- please note that change is often and implemented when necessary at Onsite Employee Health and Wellness

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 60 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals;

multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature **Supervisor's Signature**

_____ _____

Employee's Munis Number **Date**

_____

Date