

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Onsite RN**Department:** Onsite Healthcare

Grade I  
H.P.D. 8  
D.P.Y. 260

**Job Description****Date Reviewed:** July 2021**Reports To:** Onsite Employee Health and Wellness  
Clinic Manager & Assistant Manager**Purpose of Job**

The Onsite RN provides medical treatment and delivers personal care services, as directed by NP / PA / MD to adult / pediatric patients seeking treatment for injury diseases at the Onsite clinic. The Onsite Employee Health and Wellness Clinic performs infusion, family practice, urgent, and behavioral health treatment to a population of over 12,000 covered lives, treating approximately 27,000 patients yearly. This person also assists the Onsite Infusion Coordinator to complete coordination of medical treatment and personal care services for patients who are receiving medical infusion services at Onsite Employee Health and Wellness Clinic. This person will perform backup of all duties of the Onsite Infusion Coordinator, in their absence. This person assists the Onsite Infusion Coordinator in seeking to receive all outside medical treatment orders, coordinating delivery of medication, and clarifying the availability of prior authorization for all medication. All of the duties of this individual is under the prevue of the Onsite Clinic Manager, Onsite Assistant Manager, and Onsite's Supervising Physician. Supports Onsite Administration in all functions of the clinic.

**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.**

- Follows all regulations as provided by the TN Board of Nursing;
- Works closely with the Onsite Infusion Coordinator to provide specialized care and counseling for patients who require intravenous treatments;
- Assists the Infusion Coordinator to provide constant monitoring of patients who require infusion services throughout their entire infusion as well as assist in patient emergency care to manage emergency infusion reactions;
- Assists the Onsite Infusion Coordinator to perform venipuncture and / or access implanted ports and documents regarding the nursing services provided at Onsite while the infusion is occurring;
- Assists the Onsite Infusion Coordinator to obtain prior authorizations for medications and continued medical treatment for specialty medications;

- Assists the Onsite Infusion Coordinator to safely calculate and administer medications to include biotherapy and chemotherapy agents through IV line access.
- Completes all direct nursing care “due” at the time of patient visit to ensure 100 percent compliance, under the supervision of the NP/ PA / MD;
- Maintains a medical record that accurately reflects the nursing treatment, communication, and patient behavior for clientele. Documentation regarding each patient is required to be completed within 48 business hours;
- Works closely with the Medical Providers to assist patients throughout the visit process, which includes the following: escorts patients throughout facility, interviews patients to conduct patient intake to obtain current symptom status. Also obtains appropriate preliminary information. This medical information / history includes family and medication history, allergens, social status, pharmacy information, and measures vital signs- includes such items as pain assessment, pulse rate, temperature, blood pressure, height, and weight; records information on patients’ electronic medical records. Reports summary of patient visit to NP / PA / MD as necessary;
- Preps patients and assists NP / PA / MD with examinations; applies compresses, both hot and cold as indicated; administers ear irrigation as ordered; Dispenses medication per NP / PA / MD orders- topically, orally, direct subcutaneous or intramuscular injection, or by intravascular method. Documents time and treatment amounts in patient electronic charts. Follow-up with patients conducted with all delivery routes. Reports observed issues or potential treatment issues with Medical Providers;
- Assists Behavioral Health Providers with patients as needed;
- Prepares treatment rooms for examination of patients;
- Changes dressings and removes sutures. Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments;
- Collects lab specimens from patients for testing, including but not limited to urine, blood, and sputum; frequently performs laboratory tests on these specimens as ordered- both inside and approved outside Medical Provider orders;
- Performs flu, RSV, mono, strep, and COVID-19 (Rapid and PCR) testing on patients who present with symptoms of COVID-19;
- Administers vaccines as appropriate to patients following the orders of Onsite’s Supervising MD, including but not limited to COVID-19, flu, DTAP, Hib, Gardasil, Td, MMR, Polio, Pneumonia, Varicella, and Shingles;
- Dresses wounds and incisions, interprets physician instructions to patients, assists with emergencies, and performs related tasks, as directed;
- Submits laboratory and radiology results / panic values to medical providers and scans results into patient’s medical records after the provider has reviewed. Contacts patients with lab and imaging results under the direction of the NP / PA / MD;
- Assists in delivering services to patients who are having medical emergencies. This includes delivering oxygen, starting IV lines, emergency injectable medication, use of AED, and performing CPR;
- Maintains Basic Life Support by Healthcare Providers CPR certification provided by the American Heart Association;
- Educates patient and family on related health issues and healthy lifestyle choices; performs annual and routine nursing screenings and preventative health services;
- Observes patients and reports adverse actions or reactions to the clinic physician;
- Schedules patient appointments and appointments for imaging, performs referrals to outside medical specialists, and scans reports/results into electronic medical record;

- provides patient communication regarding these appointments via secure text, telephone call, or in person. Also assists with callbacks to patients with questions.
- Assists Medical Office staff to answer telephones and provides information/messages to patients and/or medical staff, and when necessary, performs triage for appointments as needed;
  - Inputs all necessary patients' information into Onsite's EMR;
  - Answers patients' questions and provides health care instruction to patient and family members;
  - Cleans treatment rooms, equipment, and supplies using disinfectant solution;
  - Follows proper disposal methods of potentially hazardous materials including needles, tubing, and equipment;
  - Administers allergy shots to patients whose allergist has approved administration at Onsite- paying particular attention to dosing requirements and patients during their prescribed wait time afterwards.
  - Assists Clinic Administration in inventory and supply requisition;
  - Adheres to patient privacy efforts using approved methods regarding Private Health Information (PHI) and Health Insurance Portability and Accountability (HIPAA).
  - Performs other duties as delegated by the Assistant Clinic Manager, Clinic Manager, and Safety & Health Director / Onsite Administrator.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Graduate of an accredited College with State Licensure valid to practice as a Registered Nurse in the state of Tennessee / or TN is an approved state within their jurisdiction listed as part their licensure compact status.
- Minimum of three years of nursing experience is preferred, with a strong emphasis on patient care and nursing practices, including proper knowledge of examination and treatment processes.
- Current certification in Basic Life Support for Healthcare Providers by the American Health Association or a similarly approved AHA-like course (satisfactory by Onsite Administration).
- Accepts personal responsibility to maintain all education necessary for licensure of Registered Nurses to practice in TN.

### **KNOWLEDGE OF JOB**

- Excellent verbal/written communication and interpersonal skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Maintains a high level of attention to detail to satisfactorily listen to patient complaints, observe changes in patient health, and provide treatment as needed to patients, all while maintaining a caring and empathetic manner.
- Critical thinking is necessary regarding care decisions during rapidly changing patient situations.
- Previous clinical experience in primary care office.

- Phlebotomy skills and lab specimen processing are required.
- Knowledge in minor office procedures, such as biopsy, lesion removals, pap smears.
- Ability to work independently with minimal NP, PA, or MD supervision. Works under the complete direction of Onsite Administration.
- Ability to make recommendations to effectively solve problems, using judgment consistent with 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.
- Focus on positive patient outcome for all patients, while giving priority to patients with infusion services while in clinic- to manage any potential emergency infusion reactions.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job Onsite RN Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**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 visually inspect items for proper length,

width, and shape visually with office equipment

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

**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**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**