

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

Job Title: Lead Nurse / Nurse Educator **Department:** Onsite Healthcare

Grade J

H.P.D. 8 or 10 (This position can vary between 8 hours or 10 hours daily, according to the preferred schedule of Onsite Clinic Manager; 40 hour weekly position)

D.P.Y. 260 (40 hours weekly is the total hours of this position.)

Job Description

Date Reviewed: September 2023 **Reports To:** Onsite Employee Health & Wellness Assistant Clinic Manager & Clinic Manager

Purpose of Job

The Lead Nurse / Nurse Educator provides training for newly hired staff and training / development of existing employees. The Lead Nurse / Nurse Educator assesses the performance level of new employees, conducts hands-on training, and identifies the organization's training needs. This role also helps improve employee productivity by creating and presenting training and development programs. The Lead Nurse / Nurse Educator develops and teaches programs designed to enhance the skills of employees and finds creative techniques to present the information while ensuring employees have a solid understanding of the material. The Lead Nurse / Nurse Educator will also perform both scheduled and unscheduled audits to gauge the need for additional training. The Lead Nurse / Nurse Educator works closely with the Clinic Manager & Assistant Clinic Manager and the HR department in the interviewing and onboarding process and assists with written communications, such as training manuals, job descriptions, and job performance feedback. Performs all duties for patient care under the job description of the Medical Assistant / LPN / RN. This person will function as part of the Onsite Management Team.

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.

- Trains new hires on company policies and procedures.
- Informs employees on scheduled training and track their progress.
- Communicates with managers to identify training needs and mapping out development plans for teams and individuals.
- Responsible for managing, designing, developing, coordinating and conducting training programs.
- Conducts clinic-wide training needs assessment and identify skills or knowledge gaps that need to

be addressed.

- Uses known education principles and stay up-to-date on new training methods and techniques.
- Maintains updated curriculum database and training records.
- Conducts interviews of perspective new hires.
- Utilizes Talent Ed to facilitate recommendation for hire.
- Sets up usernames and access to various spreadsheets and applications needed to perform job duties.
- Identifies areas where underperforming employees can be given supplementary training.
- Works with supervisors to identify strong performers, and then works with these individuals to provide guidance and help on advancing their careers in the organization.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Reviews training materials such as manuals, handbooks, and other materials to ensure they are up-to-date with company policies and procedures.
- Creates and maintain employee records such as training certificates, attendance sheets, and training evaluations.
- Coordinates and assist with Flu and TB clinics as needed or requested.
- Communicates with management to identify specific training needs.
- Meets regularly with management to assist with writing and editing documents and processes.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; assist with placing and expediting orders for supplies; verifying receipt of supplies.
- Contributes to team effort by accomplishing related results as needed.
- Handles sensitive information in a confidential manner.
- Anticipates the needs of others in order to ensure their seamless and positive experience.
- Assists with overseeing daily operations of satellite/training clinic.
- May assist in inventory and supply requisition. Orders all supplies for the Onsite clinic.
- Safeguards and secures medical records to maintain patient, employee, and computer data confidentiality.
- Under the direction of the Clinic Manager and Assistant Clinic Manager, contacts patients for resolution of any Onsite clinic issues.
- Assists Clinic Manager and Assistant Clinic Manager in training / inspection / evaluation of all Medical Assistant / Nursing and front office staff.
- Rotates daily call with the Clinic Manager and Assistant Clinic Manager as needed when they are out of the office for all hours that the Onsite clinic is open.
- 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.
- Gathers 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 / Medical Office Assistant 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 (Medical Office Assistant) 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 medical 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.
- Gathers supplies needed and be able to perform/assist with venipuncture. Uses each of the following methods (butterfly collection, standard needle, and syringe draw) depending on 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.
- Gathers 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 patients' 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.
- Gathers supplies and perform subcutaneous, intradermal, and intramuscular injections as ordered by PA, NP, or MD.
- Gathers 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, Hemocult 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.
- Provides 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.
- 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.
- Promptly and thoroughly reports any possible violation of Onsite clinic policies or possible legal / license infractions involving clinical staff members to Onsite Clinic Manager for resolution.
- Assists the Clinic Manager and Assistant Clinic Manager to provide for staff development, clinical training, and orientation of all Onsite employees. Helps the Clinic Manager and Assistant Clinic Manager arrange attendance of special conferences, seminars, and education courses.
- Attends meetings, seminars, and training sessions as required to remain knowledgeable of medical trends to promote improved job performance.
- Performs other duties as delegated by 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

Degree in Administration or Health related field with five years of job-related experience, including two years of prior supervisory experience is preferred for this position.

Valid license required: Medical Assistant, Licensed Practical Nurse, Registered Nurse, Advanced-Degree Registered Nurse, or Physician Assistant.

KNOWLEDGE OF JOB

- Excellent verbal and written communication skills, interpersonal and time management skills, and leadership and organizational skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Previous clinical experience in primary care, infusion, or urgent care office.
- Ability to proceed on own initiative using independent judgment and discretion.
- Possess knowledge of specialized terminology including medical, and legal.
- Ability to work independently or as part of a team.
- 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.
- Have knowledge of office management and administrative procedures, and the ability to supervise and review the work of others.

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date