



**Job Title:** Registered Nurse - Lead  
**Department:** Nursing  
**Supervisor:** RN Supervisor  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1-1-18

**Position Summary**

Collaborates with providers (internal and external) to provide patients with quality care, education, and support. Applies strong communication skills and proactive approach to patient care. Responsible for assessing patients' health conditions and needs, educating patients on their illness and condition, recording and analyzing patient medical histories, symptoms, and conditions, administering medications and treatments, and performing clerical assignments within scope of licensure.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assists providers and nursing team by preparing patients for their appointments following established protocols, to include:
  - a. Rooms, obtains and records vital signs and updates patient records.
  - b. Identifies, draws up, administers and records appropriate immunizations.
  - c. Places and interprets Tuberculosis skin tests.
  - d. Administers medications/treatments per doctor's orders within scope of licensure.
  - e. Sets up for, performs and/or assists with tests/procedures within scope of licensure.
  - f. Performs CLIA waived lab testing.
  - g. Orders imaging as instructed by provider.
  - h. Cleans and dresses wounds.
  - i. Assists with transfers, transports, and ambulation of patients.
  - j. Assists patients with completion of forms.
  - k. Provides patient education.
  - l. Performs clerical tasks.
2. Demonstrates medical knowledge by completing established protocols.
  - a. Maintains licensure and required continuing education.
  - b. Performs medication refills per protocol.
  - c. Demonstrates proper use of EMR.
  - d. Triage patients (via phone and in person).
  - e. Responsible for managing the EHR's Nurse Inboxes, responding to and delegating tasks as appropriate.

3. Participates in PCMH, Quality Assurance, Quality Improvement and Risk Management per protocol.
  - a. Performs Quality Control Checks, follows infection control and Bloodborne pathogen standards, and reporting requirements.
  - b. Completes on-line education modules, as required.
4. Works effectively with patient care team and shows respect for all team members and property of CHCW.
5. Optimizes use of time by efficiently and effectively using resources to identify barriers and balance priorities. Efficiently utilizes tools, resources, techniques and/or systems to organize tasks. Balances multiple priorities simultaneously assuring the timely and accurate completion of each task while maintaining quality standards.
6. Coordinates patient services.
7. Participates in and presents in-service programs.
8. Integrates new staff and agency staff into the culture of the team.
9. Functions as a leader and role model for clinical staff.
10. May work in or coordinate care in any of the following specialty areas:
  - a. Immunizations
  - b. Respiratory Therapy/Asthma Programs
  - c. ADHD
  - d. Adolescent Clinic
  - e. GYN clinic
11. Documents all pertinent data using the Electronic Health Record clearly and concisely.

### **Lead Nurse Duties**

1. Completes weekly provider schedules working with nursing supervisor and clinic manager to assure optimal provider and team coverage as necessary.
2. Completes team resident evaluations as applicable.
3. Assists nursing supervisor or clinic manager with staff evaluations.
4. Approves nurse team staff time sheets and time off requests as applicable.
5. Implements new policies and procedures related department as appropriate.
6. Conducts team meetings to inform team of updates or changes.
7. Works with outside vendors as needed to provide necessary services while still maintaining required confidentiality

### **Competencies**

To perform the job successfully, the following competencies should be demonstrated.

**Attendance/Punctuality** - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**CHCW Culture** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

**Communications** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

**Customer Service for Internal and External Customers/Patients** - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Graduation from an approved nursing program as required for RN License. Prior experience preferred.

### **Certificates, Licenses, Registrations**

Washington State Registered Nurse License  
Current CPR Certificate

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date