



## Memphis Center for Reproductive Health

### Registered Nurse (RN)

Reports to: Medical Services Coordinator

**Job Description:** The RN assists with direct patient care and performs some administrative duties. This is a part-time, PRN position, paid on an hourly basis. The RN reports to the Medical Services Coordinator (or the Medical Suite Supervisor if the MSC is not on premises). RN's are evaluated jointly by the Medical Services Coordinator and the Medical Suite Supervisor.

#### Minimum Knowledge, Skills and Abilities Required

Graduation from an approved two year nursing program, plus successful scores on a national licensing exam. Manual dexterity and visual acuity to manipulate test requisitions, samples, and reagents. Based on the OSHA guidelines for protection against occupational exposure to hepatitis B virus (HBV) and human immunodeficiency virus (HIV), this position includes tasks that involve exposure to blood, body fluids and tissues.

#### Medical Responsibilities

1. Direct nursing care of patients
  - report to the physician of any issues or conditions requiring special attention
  - follow established protocol in nursing care of patients
2. Accurately record appropriate information in patient charts
3. Be prepared to respond to any medical emergencies & medically related phone calls
4. Maintain effective communications with Medical Assistants, practitioners, lab staff, counselors, and administrators to ensure complete and accurate identification and treatment of patient needs and/or problems.
5. Administer birth control to patients per practitioner's orders
6. Ability to perform any medical procedures as allowed by the Nursing Practice Act of TN
7. Review discharge instructions with patients and dispense medications as directed
8. Provide patient care and comfort services as directed by Supervisor including heating pads, eye pillows, blankets, hand massages, beverages, etc.
9. Educate patients regarding medications dispensed or prescribed by practitioners as requested
10. Know and be able to execute the fire and safety plan, as well as the medical emergency plan.
11. Complete all continuing education courses as required by Supervisor (min. 2 per year)
12. Maintain a clean and professional medical atmosphere that is conducive to the mental and physical well being of the patients at all times.
13. Maintain current CPR certification

#### Administrative Responsibilities

1. Review patient charts for completeness and accuracy before the end of each shift, including:
  - Reviewing notations from physicians, MA's, & USG personnel
  - Following up with above staff if charts are not accurate
2. Record numbers for packaged medications in patient charts and log book.
3. Record counts of all medications used each shift in log book.
4. Attend scheduled staff meetings and other trainings as requested
5. Ensure confidentiality of patient records.
6. Maintain a pleasant, helpful, and professional attitude.
7. Other duties as assigned by Supervisor