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RN/LPN Clinic Position RHC at RVMC

The RN/LPN is responsible for the administration of nursing care to all patients in the clinic and hospital (after cross-training to the ED, Acute, Swing and Observation areas). The RN/LPN works under the direct supervision of the Clinic Manager and Providers granted privileges by the Board of Directors at RVMC.

The following is a list of essential job accountabilities:

1. Rooming Patients (VS, WT, HT, BMI, Allergies, Chief Complaint, Medication reconciliation at every visit, etc.)
2. Stocking and cleaning exam rooms. Checking for outdates in exam rooms as assigned.
3. Managing the Outdates in the Med Room and Crash Cart.
4. Patient Medication Management to include: patient prescriptions refill, patient assistance programs, and prior authorizations for medications.
5. Anticoagulation Coordination
6. Referrals and Orders as needed (specialists and diagnostic testing)
7. Knowledge and administration of all vaccines offered in the RHC
8. Administering Allergy Injections – Proficient at administering the anaphylactic protocol (RN/LPN ONLY)
9. Administering PO, IM, Subcutaneous medications (within your scope of practice)
10. Teaching and educating patients regarding their health and wellness
11. Phone Triage
12. Notifying patients of diagnostic results
13. Proficient at the following clinic procedures:
 - Ear Lavage – set-up and perform
 - Pap – set-up and assist
 - DOT PX – perform nurse testing (hearing, UA, etc.)
 - Welcome to Medicare Exam

- Well Child visits

14. Cross-Training to the Acute Care, Swing, Observation and ER Departments at RVMC

15. Log in to “Health e link” per e-mail notifications to access our patient’s test results from other facility.

16. Any other tasks assigned or requested within your Scope of Practice.

Essential Licensure and Certifications:

- Maintains license in good standing by and with the State of Montana as a Registered Nurse/Licensed Practical Nurse.
- Maintains a current Basic Life Support (BLS) Certification. All RNs are encouraged to obtain certifications in Advanced Life Support (ACLS), Pediatric Advanced Life Support (PALS), Trauma Nursing Core Course (TNCC), Emergency Nursing Pediatric Course (ENPC)
- Other self-motivated certification to expand knowledge base in rural health care.

Physical Requirements:

Office Equipment Used: Computer, Calculator, Printer, Fax Machine, Copier, and Telephone.

Work Environment: While performing the duties of this job, the employee constantly works around others, works with the public and usually works inside. The noise level in the work environment is typically moderate.

Physical Demands: While performing the duties of this job, the employee is required to use hands and finger, handle or feel objects, and to type on a key board. The employee is required to sit, talk, write, hear, and read. The employee may be required to stand for extended periods of time, walk, stoop, kneel, and reach with hands and arms.

Vision Demands: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Medical Assistant 1

Assists Physician and Physicians Assistants in the examination and treatment of patients. Duties to include interviews with patients to obtain medical history check pulse, temperature, blood pressure, weight, height, vision and hearing. "Employee performs all duties in a manner consistent with the mission and values of RVMC."

Works under the supervision of the Clinic Manager.

The following is a list of essential job accountabilities:

1. Work directly with provider.
2. Room patients in a timely and efficient manner.
3. Obtain and record in the EHR: height, weight, respiratory, blood pressure, pulse, temperature and oxygen saturation in an electronic health record format. Will also record patient presenting complaint and pertinent history.
4. Update patient's Medical allergies and medication list in electronic health record at each visit
5. Assist providers in scheduling tests, making referrals to other providers or for other medical services, and notifying patients of their test results.
6. Interact with patients to facilitate the scheduling of needed services such as procedures, laboratory work, imaging and referrals.
7. Notify patients regarding the advice of their providers.
8. Routinely screen phone calls from patients to the providers.
9. Set up and stock patient and procedure rooms for procedures and assist with procedures as requested by and supervised by provider.
10. And other tasks assigned by the RN or provider
11. Complete Medical Assistant Training Sign-Off sheet with CMO, and renew annually. Only those areas deemed to meet competency will be designate to the MA for completion.
12. Satisfactory Time and attendance.

Minimum Qualifications and/or Licensure:

- 2-4 years in a medical setting preferred.

Knowledge and Skills Required:

- Communication skills;
- Strong interpersonal skills;

- Working knowledge of PC's required;
- Confidentiality and Patient's Rights;

Physical Requirements:

Extensive standing and walking with occasional reaching, stooping, kneeling and crouching. Must be able to lift, carry, push or pull at least 50 pounds. Very good close vision and the ability to identify and distinguish color. Exposure to fumes and airborne particles and Blood Borne Pathogens. Some risk of radiation exposure. Some risk of electrical shock. Work is in a clean medical environment. Noise level is quiet to moderate. Frequent keyboarding and repetitive movements.

Medical Assistant 2

Assists Physician and Physicians Assistants in the examination and treatment of patients. Duties to include interviews with patients to obtain medical history check pulse, temperature, blood pressure, weight, height, vision and hearing. Assists clinicians in therapeutic procedures such as applying and removing casts and all medical exams. "Employee performs all duties in a manner consistent with the mission and values of RVMC."

Works under the supervision of the Medical Director.

The following is a list of essential job accountabilities:

1. Work under direct supervision of a provider.
2. Room patients in a timely and efficient manner.
3. Maintain height, weight, respiratory, blood pressure, pulse, temperature, and oxygen saturation in an electronic health record format. Will also record patient presenting complaint and pertinent history.
4. Update patient's Medical allergies and medication list in electronic health record at each visit
5. Assist providers in scheduling tests, making referrals to other providers or for other medical services, and notifying patients of their test results.
6. Interact with patients to facilitate the scheduling of needed services such as procedures, laboratory work, imaging and referrals.
7. Notify patients regarding the advice of their providers.
8. Routinely screen phone calls from patients to the providers.
9. Set up procedure rooms for procedures and assist with procedures as needed.
10. Responsible for properly labeling and delivery of all pathology specimens; biopsies, PAPs, etc.
11. Routinely remove sutures as directed by the provider.
12. Assure exam rooms are completely supplied with materials needed by providers.
13. Routinely check for outdated medications and supplies in the exam and procedure rooms.
14. Perform EKG's, PFT's, vision testing, hearing testing and injections.
15. Refill prescriptions as directed by provider or as outlined in the refill protocol.
16. Assist provider in keeping on schedule and notify the provider of changes to the schedule.
17. Work as a team member with all other clinic staff to promote caring, efficient, and timely care for patients.
18. Complete Medical Assistant Training Sign-Off sheet with CMO, and renew annually. Only those areas deemed to meet competency will be designate to the MA for completion.
19. Other medical and administrative duties as outlined by the provider
20. Satisfactory time and attendance

Minimum Qualifications and/or Licensure:

- Medical Assistant Certification or 5 years healthcare experience
- BLS Certification
- Minimum 2-4 years in a medical setting.

Knowledge and Skills Required:

- Regulatory guidelines;
- Communication skills;
- Strong interpersonal skills and working knowledge of PC's preferred;
- Confidentiality and Patient's Rights;

Physical Requirements:

Extensive standing and walking with occasional reaching, stooping, kneeling and crouching. Must be able to lift, carry, push or pull at least 50 pounds. Very good close vision and the ability to identify and distinguish color. Exposure to fumes and airborne particles and Blood Borne Pathogens. Some risk of radiation exposure. Some risk of electrical shock. Work is in a clean medical environment. Noise level is quiet to moderate. Frequent keyboarding and repetitive movements.