

## **RN – Long Lake Health Center, Long lake, NY - Full Time (30 Hrs/Weeks)**

If you are looking for an RN position in a Primary Care Office, this could be your opportunity. Here at the Long Lake Health Center, we care for our local friends and neighbors. This position is located at our Health Center in the Hamlet of Long Lake.

### **Position Highlights:**

- Working in a small office with a strong experienced team of professionals
- Monday - Friday daytime Office Hours
- Excellent full-time benefit package

### **What you will do:**

The **Registered Nurse** works within and contributes to an environment where the Long Lake Health Center's mission is actualized, patient outcomes are achieved, and professional practice is realized.

***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. Other duties may be assigned.

Assists physician with the required equipment set-up, in order to be prepared as situations arise.  
Disinfects examine rooms and emergency room after use.

Screens patients by taking temperature, blood pressure, a brief medical history and current complaint.

Evaluates emergency situations and assists physician with emergencies.

Dispenses medicines and call in orders to pharmacies as prescribed by physician. Administers all patient injections and venipunctures as necessary.

Translates doctor's orders to x-ray, lab, etc., in order to expedite results and treatment if necessary.

Transcribes verbal orders of physician to chart.

Monitors and stocks medicine in supply room and central supply, for maintenance of adequate pharmaceuticals levels.

Cleans and stocks examining rooms daily which includes removal of biohazard waste.  
Sterilizes equipment and autoclaving of suture sets weekly. Cleans patient areas when student workers not available.

Performs x-rays, some lab procedures, and office duties in order to insure smooth operation and maximum patient numbers. Performs various tests as courtesy to staff, faculty, and others.

- Brings patient to exam room, takes appropriate vital signs and documents in electronic medical record.
- Review and update medication list to ensure accurate and complete list in electronic medical record (EMR) available for provider review and submission.
- Complete referrals and tracks patients' compliance.
- Review prescriptions electronically and send prescriptions to providers for review and submission.
- Obtains patient consent for procedures as directed by provider.
- Performs pre-visit planning and reviews quality metrics.
- Retrieves telephonic clinical information from patients who call into the office.
- Monitors task list and completes tasks assigned by provider in a timely manner based on urgency.
- Educates patients regarding medication, testing procedures and home care techniques.
- Ensure proper labeling, handling and documentation for patient specimens.
- Follow up with patient regarding test results based on advice given by provider.
- Maintains a clean and safe work environment including disinfecting patient care areas and equipment.
- In conjunction with other nursing colleagues, maintains the medical supply cabinet and drug cabinet.
- Uses the electronic medical record to communicate effectively.
- Performs quality assurance duties as assigned.
- Provides a clinical visit summary (Patient Plan) to patient as requested including educational materials.
- Participates in daily Patient Care huddles as appropriate.
- Works cooperatively with all colleagues to ensure quality patient care at all times.
- Performs other duties as assigned.

**Qualifications Required:**

- Associates or Bachelor's degree in Nursing preferred
- HS Diploma/equivalent required
- Current unencumbered NYS RN license
- Basic Life Support certification
- 6 months previous RN experience
- Must be able to lift 20 lbs.