



CHARGE REGISTERED NURSE

Job Requisition #20-0081

Location: **Riverside Health Center**

Application Deadline: **Until Filled**

Hours Per Week: **40**

Status: **FT (1.0 FTE)**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

DEPARTMENTAL RESPONSIBILITIES:

- Maintains adequate Nursing and Medical Assistant staffing/scheduling to meet daily needs.
- Assures efficient patient flow for patient appointments.
- Provides staff with guidance in handling difficult or complex problems and in resolving complaints or disputes. Brings escalated disputes to the attention of the Nurse Manager for further resolution.

COMPLIANCE RESPONSIBILITIES:

- Under the guidance of the Nurse Manager, ensures departmental work activities are in compliance with CHCB policies, procedures and protocols. Under the guidance of the Nurse Manager, ensures compliance with applicable governing laws/regulations and guidelines such as HIPAA, OSHA, Vermont Department of Health, FQHC's, Vermont State Board of Nursing, health insurance regulations, etc..

DIRECT PATIENT CARE RESPONSIBILITIES:

- Performs standard and specialized diagnostic tests and procedures independently according to nursing protocols or under the direction of a provider and in conjunction with the lab (including venipuncture, immunizations, EKG's, lab testing, medication, nebulizer treatments, hearing and visual exams and spirometry.)
- Prepares patient for and assists with examinations and treatments
- Evaluates medication requests and facilitates prescription refills following the CHCB medication refill policy; dispenses stock medications under the direction of the provider and according to CHCB policy.
- Triage patients via phone or walk-in.
- Modifies patient treatment plans as indicated by patients' responses and conditions; monitors all aspects of patient care
- Reviews test results and advise patients of results as indicated by CHCB protocols.
- Demonstrates competency in Laboratory procedures and provides basic lab coverage as defined by the Lab Manager.

PATIENT CHART & DOCUMENTATION RESPONSIBILITIES:

- Monitors, records and reports symptoms and changes in patients' conditions; record patients' medical information and vital signs in the electronic health record (EHR).
- Maintains accurate, detailed reports and records
- Completes paperwork related to the patient visit - ie: medical and billing forms, prior authorizations, and medical necessities

PATIENT EDUCATION:

- Provides on-going patient and family education, assesses patient knowledge and understanding of disease process and treatments, facilitates follow up care and reviews provider instructions to ensure understanding.
- Instructs patients, families and other groups on topics such as health education, disease prevention and childbirth; provides health education materials. Educates patients with respect to educational and cultural background.

NURSING & CLINIC TEAM RESPONSIBILITIES:

- Continually observes and monitors overall quality of patient care and makes appropriate recommendations for improvement.
- Facilitates patient care activities and coordinates flow of patients in the clinical setting.
- Consults and coordinates with health care team members to assess, plan, implement and evaluate patient care plans
- Assists with stocking exam rooms and PODS with appropriate forms, supplies and patient educational materials; maintain sterilization room, (including cleaning, wrapping and sterilizing of instruments) following CHCB protocol.
- Assists with Quality Control and monitoring of medical and diagnostic equipment as needed
- Assists in the training and supervision of new nursing staff, nursing students and other medical service related personnel.
- Ensures removal of BIOHAZARD materials according to protocol

Basic Qualifications

- Registered Nurse licensure
- Vermont State Registered Nurse License and good standing with the Vermont State Board of Nursing
- Three years of full-time experience as an RN, preferred
- Basic Life Support (BLS) Certification

Knowledge, Skills and Ability

- Knowledge of diseases processed including signs and symptoms, treatment alternatives, drug properties/interactions and preventive care measures.
- Knowledge of human behavior, differences in ability, personality and interests; learning and motivation; and assessment/treatment of behavioral disorders.
- Ability to identify when staff members are not meeting expectations, addressing those issues with them, documenting performance issues, and knowing when to notify Nurse Manager of sub-standard performance of team members.
- Ability to identify areas for improvement/enhancement to patient care and make appropriate recommendations for improvement.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available