



## **Registered Nurse or Licensed Practical Nurse**

Provides professional cardiac nursing care under the guidance of the cardiologists or nurse practitioners.

### **DUTIES AND RESPONSIBILITIES**

1. Triage patient phone calls appropriately and perform patient callbacks in a timely fashion.
2. Assess patient's changes through physical examination at an appropriate level for experienced RN/LPN.
3. Communicate properly with MD/ NP to ensure proper patient follow-up. Develop a system to ensure the completeness of care.
4. Properly utilize the EHR system. Document complex notes correctly and thoroughly in the EHR system.
5. Maintain knowledge of medications prescribed by the MD/NP. Refill medication appropriately.
6. Remain current with new medical treatments to the degree needed to triage and teach patients appropriately.
7. Monitor high-risk patients as directed by protocol (Coumadin, Amiodarone) or as per MD/NP instructions.
8. Educate patients to level of understanding.
9. Communicate with patients professionally, clearly, and make appropriate allowances for patient's disabilities.
10. Answer the clinical phone line and referral physician line. Triage and transfer call correctly.
11. Maintain current BLS and ACLS certification. Assist in all emergencies. The need for ACLS may be waived by the Clinical Director, depending on the clinic's needs.
12. Assist in orientation and on-going training of Medical Assistants. Report any difficulties to Clinical Supervisor or COO.
13. Assist MAs with the rooming process as needed to maintain proper patient flow.
14. Ensure complete patient confidentiality. Adhere to HIPAA policies.
15. Assist as needed in other clinical situations depending on experience and direction of management.

### **MINIMUM QUALIFICATIONS**

- Graduate of approved Nursing Program.
- Current RN/LPN license from the State of Oregon.
- Current BLS and ACLS certificate (or within 6 months of hire).
- Knowledge of Medical Office Clinical function preferred.

Basic computer literacy including Windows environment. Ability to type a minimum of 40 WPM.

Knowledge of basic telephone etiquette and operation of office equipment including operating fax, copier, printer and scanner.

Skills in identifying problem and prioritizing work.

Ability to work well under stressful situations.

Ability to interact professionally with patients, maintaining confidentiality.

**Please fax resume to (541) 930-7220.**