



Registered Nurse

Job Title: Registered Nurse (RN)

Job Code: 4

Reports to: Lead Nurse/Paramedic, Clinical Manager

Status: NA

Overview/Job Purpose

The RN is responsible for assisting the clinical team in the care of patients of all ages from neonatal through geriatric. The RN's primary purpose is to provide professional nursing care for patients following established standards and practices. Delivering appropriate nursing care requires that RN's perform initial triage screening assessments, monitor the waiting area to prioritize patients based on clinical acuity, and direct patient flow in the clinic to insure maximum efficiency ensuring fast, friendly, quality patient care. While performing the tasks mentioned above, the RN will be accountable for routine patient care duties, medication administration, stabilizing and/or preparing patients for transport to definitive care, documenting patient care activities, and providing ongoing patient monitoring and follow up. The RN also provides assistance to physicians and staff in coordinating patient care and functions as primary liaison between patients, staff, and attending providers.

Summary of Primary Duties:

As an RN at DCUC, your day-to-day duties may include, but are not limited to, the various tasks below:

- Ensure appropriate management and observation of all patients in the clinic according to nursing and DCUC standards.
- Identify and assess patients presenting with clinical symptoms requiring immediate intervention and promptly initiate appropriate treatment.
- Respond to and/or refer (to attending provider) patient phone consultations. Document all phone consultation notes in the patient's chart.
- Clean patient care rooms, equipment and instruments; report equipment problems
- Assist providers with complex treatment procedures; perform treatment procedures as allowed based on policies and procedures.
- Perform 12 lead EKGs and report significant findings to attending providers immediately.
- Assist in providing all components of advance life support if needed
- Collaborate with attending providers to obtain and review outpatient laboratory and imaging results, ensuring that results are communicated to the patient or caregiver.
- Educate patient/family about diagnostic procedures, medications, and nutritional maintenance of health and wellness.
- Act as patient advocate and assist patient and family members in the plan of care.
- Complete wound care process according to medical protocol under the supervision of attending provider.
- Follow patient safety-related policies, procedures and protocols



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- Demonstrate proactive approach to patient and staff safety by seeking opportunities to improve safety through questioning of current policies and processes
- Transport patients, collect, label and transport specimens, equipment, and supplies.
- Identify and report/correct environmental conditions and/or situations that may put a patient at undue risk
- Assist with the provision of administrative support in regards to equipment maintenance, calibration, and statistical data compilation

Education Requirements:

Associates degree Nursing required, Bachelors preferred.

Experience Requirements:

- 2 years directly related experience
- Advanced computer literacy and experience with EMRs and MS Office products.

Required Licensures/Certifications:

- Current New Mexico Registered Nurse License with no restrictions
- CPR Certification for Healthcare/BLS Providers or for Professional Rescuer
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

Preferred Licensures/Certifications:

- Professional licensure as appropriate to the clinical objectives of Duke City Urgent Care

Physical Demands/Requirements:

- Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects or people. Physical Demand requirements are in excess of those for Medium Work.

Behavioral Demands/Requirements:

- Must have the appropriate level of behavioral maturity and patience in handling patients.
- Must have the diplomacy and tact in handling difficult and irate patients.
- Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers
- Outstanding communication skills and persuasiveness, specifically the ability to communicate instructions and procedures for treatments, keeping and giving the patients a desired level of comfort and confidence.



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- Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
- Strong ethics and a high level of personal and professional integrity.

Testing Requirements:

- Tuberculin Skin Test required annually



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Acknowledgement and Signature Page

Employee Name: _____

I hereby acknowledge the basic requirements listed above and will perform the above tasks to the best of my ability. I am aware of the conditions of which the following is to be performed and will do so accordingly. A copy of these job responsibilities have been provided to me for acknowledgement.