**SUMMARY:** Assesses patient health problems and needs, develops and implements nursing care plans, and maintains medical records.

**DUTIES AND RESPONSIBILITIES:**

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

* Maintains accurate, detailed reports and records.
* Administers medications to patients and monitors patients for reactions or side effects.
* Records patients' medical information and vital signs.
* Monitors, records, and reports symptoms or changes in patients' conditions.
* Modifies patient treatment plans as indicated by patients' responses and conditions.
* Monitors all aspects of patient care.
* Prepares patients for and assists with examinations or treatments.
* Provides teaching and emotional support to patients and families.
* Performs routine laboratory/radiology tests on patients as provided by established protocol.
* Exhibits a high degree of courtesy, tact, and poise when interacting with patients, families, and other healthcare professionals.
* Establishes and maintains communication with other health care providers and departments to ensure operational efficiency and effectiveness and promote consistency and continuity of care.
* \*The company reserves the right to add or change duties at any time.

**QUALITY IMPROVEMENT ACTIVITIES**

**(*PCMH, DSRIP, CPC+, APC, HEDIS, Value-based Programs and future programs*)**

* Participates in daily face-to-face huddles or reviews and signs document no later than 30 minutes after the start of the shift.
* Collaborates with team members and assist patients by reviewing and responding to all individually assigned Triages/ Documents/ To-do’s daily.
* Completes advanced directives; provides tobacco counseling; tests hemoglobin A1C, coordinates and/or performs spirometry, diabetic eye exams and mammograms; provides diabetic teaching; performs device demonstrations and conducts medication reconciliations.
* Implements Behavioral Health Integration: Care Management model.
* Contacts patients and communicates with physician about normal or abnormal lab or radiological testing results.
* Monitors evidence-based metrics including but not limited to value-based programs and HEDIS.
* Completes transitions of care via telephone, email, or face-to-face. The initial contact must take place 2 business days or less following the patients’ discharge to the community setting from Inpatient Acute Care Hospital, Inpatient Psychiatric Hospital, Long Term Care Hospital, Skilled Nursing Facility, Inpatient Rehabilitation Facility, Hospital outpatient observation or partial hospitalization and Partial hospitalization at a Community Mental Health Center.
* Provides disease and medication educational material and clinical visit note summaries to patients and families.
* Participates in quality improvement and utilization review activities.
* Assists with the identification of strategies to improve health outcomes with an emphasis on preventive interventions.
* Participates in establishing department/organization goals, identifies priorities, and implements and evaluates quality improvement efforts.
* Participates in patient (or person) and family advisory council (PFAC).
* Refers patients to appropriate Community Resources.

**QUALIFICATIONS:**

* Graduate of an accredited school of nursing.
* Must possess current state RN license and CPR certification.
* Education: Bachelor's degree in nursing.
* Experience: 1-2 years of related experience; or equivalent combination of education and experience.
* Demonstrates competence in reacting to and handling emergencies.
* Ability to work collaboratively with multiple health professionals in a busy and complex. environment using tact, diplomacy, and discipline.
* Strong charting/documentation skills.
* Ability to understand and adhere to established policies, procedures, and protocols.
* Commitment to excellence and high standards.
* Excellent written and oral communication skills.
* Strong organizational, problem-solving, and analytical skills.
* Ability to manage priorities and workflow.
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
* Acute attention to detail.
* Ability to work independently and as a member of various teams and committees.
* Strong interpersonal skills.
* Ability to effectively communicate with people at all levels and from various backgrounds.
* Demonstrates good judgment with the ability to make timely and sound decisions.
* Creative, flexible, and innovative team player.
* Bilingual skills a plus.
* Ability to understand and follow written and verbal instructions.

**PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

* Walk, kneel, stoop, and bend.
* Understand and respond to a diverse population.
* Utilize visual, auditory, verbal, and olfactory processes required to assess, monitor, and care for patients.
* Lift 25- 50 pounds frequently.
* Interpret complex laws, regulations, and/or policies.
* Coordinate multiple tasks simultaneously.

**WORK ENVIRONMENT:**

* Frequent exposure to blood-borne and airborne pathogens or infectious materials.

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**Registered Nurse Ted J. Triana, D. O.**

**………………………………**

**Signature**

**……………………………… ………………………………..**

**Date Date**