



JOB DESCRIPTION

JOB TITLE:	Clinic Nurse/ Clinical Program Lead		
DEPARTMENT:	Medical		
REPORTS TO:	Chief Operations Officer		
FLSA:	Non- Exempt	PAY GRADE:	TBD
EEO:	Professional	REVISION DATE:	12/2024

JOB SUMMARY:

The RN functions as an essential member of the interdisciplinary care team at GHC. In this role the RN provides oversight of ancillary personnel and clinic programs. The RN also employs sound nursing judgement in direct patient care. Patient care responsibilities are focused on coordination of services, transitions of care, follow up for specialty referrals, support in self-care management and identification of relevant community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Direct Patient Care
 - a. Provide general ambulatory health care to patients, including administration and/or dispensing of prescribed medications, vaccines, and treatments in accordance with clinic policies, procedures, and scope of license.
 - b. Set priorities and organize work to deliver safe and efficient patient care
 - c. Utilize critical thinking skills to assess, collect and analyze patient information, prioritize, and intervene in daily clinic operations
 - d. Conduct patient telephone and walk-in triage through use of nursing assessment skills, clinical background/knowledge, and collaborate with GHC provider team to address patient needs
 - e. Educates patients when appropriate regarding healthy lifestyle and their acute or chronic conditions.
 - f. Identify and respond effectively to urgent/emergency situations
2. Care Coordination
 - a. Coordinates with other medical facilities, i.e., specialists, hospitals, labor and delivery, emergency room to ensure continuity of care.
 - b. Identifies barriers to care and coordinates patient needs including follow-up as indicated by providers.
 - c. Assists with accessing patient care items such as procuring durable medical equipment and/or medications when patient resources are limited.
3. Oversight
 - a. Monitor clinic safety and observance of standard precautions. Also supports infection control activities.
 - b. Assist with inventory management, reconciliation, and ordering of clinical supplies, pharmaceuticals, and immunizations.

- c. Assist with inventory and oversight of point-of-care lab supplies and quality control monitoring.
 - d. Support the daily activities of medical assistants and provide training/mentorship as needed.
 - e. Communicate with COO regarding general workflow within the clinic. Ensure smooth, efficient clinic flow.
4. Program Lead- Behavioral Health Program Support
- a. Collaborate with the behavioral health team to support integrated mental health services.
 - b. Assist in care coordination for patients receiving behavioral health interventions, including referrals and follow-ups.
 - c. Provide education and support to patients and families regarding mental health treatment plans.
 - d. Monitor and track behavioral health program metrics, contributing to program development and improvement initiatives.
5. Additional Duties and Responsibilities
- a. Coordinates and motivates team huddles as needed.
 - b. Functions as member of an interdisciplinary health care team.
 - c. Collaborates with COO to facilitate data collection and conduct quality improvement activities.
 - d. Attends meetings as required and participates on committees as directed.
 - e. Performs other related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Work Experience:

- Minimum of 3 years of clinical experience in a clinical or hospital setting

Education, Certification and Licensure:

- Possession of current Alaska RN license in good standing.
- Possession of current CPR certification.

Additional Skills & Knowledge:

- Knowledge of specific disease and lifestyle related topics such as smoking cessation, weight management, nutrition, pre-post-natal care, stress reduction and chronic conditions preferred.
- Proficient computer skills including MS Word, Excel, PowerPoint, and Outlook.
- Previous experience with electronic medical records highly preferred.

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard. Employees must also have visual acuity to read small print and view a computer monitor, reach to the top of a five-drawer filing cabinet, lift boxes of no more than 30 lbs.

Work is performed in a healthcare clinic and office setting. GHCI is a tobacco-free campus.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Girdwood Health Center Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Persons alleging unequal treatment should contact the Chief Executive Officer.

The undersigned have read this job description and agree that it defines the position as it currently exists. The undersigned also understands that the above is intended to describe the general content of and requirements for this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

_____ /	_____	_____
Employee Name	Employee Signature	Date
_____ /	_____	_____
Supervisor Name	Supervisor Signature	Date