

**JOB TITLE:** CLINICAL NURSE, LPN

**DEPARTMENT:** CLINICAL OPERATIONS

**REPORTS TO:** DIRECTOR OF CLINICAL OPERATIONS

**JOB SUMMARY:**

The Clinical Nurse is responsible for ensuring that patients receive the professional nursing care that we at USA pride ourselves in providing for our patients. The nurse coordinates patient care functions within the clinic as well as with other disciplines and providers. The Clinical Nurse will work closely with their assigned physician in reviewing and examining patients as they enter the hospital. Upon completion of visits, the nurse will be responsible for follow-up activities and providing any additional instructions necessary for the patient.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Ethical, honest, professional behavior is a condition of employment.
* Receives and handles phone calls as directed
* Responsible for the preparation of charge sheets for office/clinic
* Reviews x-rays, path reports, and other special studies enabling nurse to assure the physician is informed as needed and the reports are placed within the correct charts
* Coordinates consultations with other physician offices and the hospital
* Coordinates patients being admitted to the hospital including: writing admission orders, informing residents, and coordinating direct admits from other physicians and hospitals
* Assists the physician with “in-office” surgical procedures
* Dispenses appropriate oral and injectable medications
* Calls for test results and notifies physician and patients as directed
* Conducts phone conferences with patients using approved protocols. Schedules appointments, referrals, procedures, and prescribes designated medications/treatments per protocols
* Provides work guidance and instruction to patients
* Monitors all clinical activities related to patient visits
* Provides discharge instruction and coordinates consultations, home-health, and follow-up care as necessary
* Performs all other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by a Clinical Nurse throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting, standing, walking for brief periods of time
* Manual dexterity
* Light lifting, possibly up to weights of 30 pounds
* Bending and reaching

**QUALIFICATIONS:**

* Graduate of an accredited school of nursing
* Two years experience in a clinical setting
* Current licensing within the state of Tennessee
* BLS Health Care Provider

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**