

**JOB TITLE:** CLINICAL NURSE, RN/ OSHA/INFECTION CONTROL COORDINATOR

**DEPARTMENT:** CLINICAL OPERATIONS

**REPORTS TO:** CLINICAL DIRECTOR

**JOB SUMMARY:**

The Clinical Nurse, RN is responsible for ensuring that professional nursing care is provided to the patients of USA. They’ll be responsible for coordinating patient care functions within the clinic, as well as through other disciplines and providers. The RN is also responsible for the direct and/or indirect care of the patient. /OSHA/INFECTION CONTROL Coordinator works with the Director of Clinical Operations to plan and direct the clinical staff’s daily activities. She will also be the lead administrator over all of USA’s OSHA and Infection Control activities. She will assure that the USA offices are OSHA compliant and create and maintain proper infection prevention policies.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Responsible for the preparation of hospital charge sheets
* Assists with entire office functions as needed, i.e., answers phones, schedules appointments, registers patients, exit scheduling, chart preparation, etc.
* Schedules and obtains precertification for surgery as needed
* Reviews x-rays, path reports, along with other special studies. Ensures the physician is informed as needed and places reports in the correct charts
* Coordinates consultations with other physician offices as well as with the hospital
* Coordinates patients being admitted to the hospital including: writing admission orders, informing residents, 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 consults, home health, and follow-up care as necessary
* Maintain and update all OSHA related policy and procedure manuals.
* Maintain the master chemical inventory list (SDS) for the entire practice.
* Conduct safety sharps evaluation for the entire practice.
* Coordinate and provide OSHA/Infection Control orientation video for all new employees.
* Maintain OSHA employee record for the entire practice.
* Offer and administer HBV infection series to all new employees.
* Manage TB exposures for the entire practice
* Manage needle-stick and blood-borne pathogen exposure for the entire practice.
* Manage all employee OTJ injuries and Workers’ Compensation reporting.
* Coordinate and provide annual OSHA in-service material and video for all physician office employees.
* Ensures compliance with OSHA regulations. Coordinates and supervises OSHA compliance at all physician office clinical areas through a designated “OSHA Team Lead”:
* Manages Clinical Staff at SSB and satellite offices. Assist with daily operations as needed.
* Serves as the Infection Control Coordinator to develop, implement and monitor all infection control standards at all USA office sites.
* Maintains all employee OSHA in-service education and health records as required by law.
* Serves as a resource and assists the Director of Clinical Operations as needed with OSHA and Infection Control Issues.
* 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
* Light lifting, possibly up to weights of 30 pounds
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

**QUALIFICATIONS:**

* Graduate of an accredited school of nursing
* Two years or nursing experience strongly preferred
* BLS Healthcare Provider
* Current licensure in the state of Tennessee

**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:**