**HARVARD VANGUARD MEDICAL ASSOCIATES**

**JOB DESCRIPTION**

**Job Title:** Registered Nurse - Primary Care Job Code: 2950

FLSA Status: Nonexempt Date Approved: 04/14/04

Band: RN

**Summary of Position**

Under the direction of the department chief, nurse leader or designee, the incumbent is a registered

professional nurse who provides practice management support to a clinical team, recognizing the patient

as the central focus. Provides telephone advice to patients with minor acute problems. Serves as a patient

educator in areas related to self-care. Supports the on-going management of patients with stable chronic

diseases. Monitors acutely ill patients during the patient visit. Performs a variety of procedures that are

within the scope of the professional nursing practice.

**Essential Functions**

* Oversees the intake of patient telephone calls. Following established telephone and departmental

guidelines, provides advice regarding treatment of certain minor acute problems. Refers questions to

the PCP/APC as needed. Provides on-going assistance to support staff, LPNs and supervisors in areas

such as proper and thorough message taking and emergency telephone protocols.

* Participates in patient follow-up activities such as reporting diagnostic test results, arranging for

prescription refills, and expediting referrals. Prepares information for prescription renewals at the

request of the PCP/APC.

* Participates in the on-going management of patients with stable chronic diseases, as designated by

and in consultation with the PCP/APC. Communicates with patients over the telephone regarding

issues concerning management of their chronic disease, coordination of treatment plan changes, as

well as coordination of services. Maintains chronic disease rosters for the practice.

* Under the direction of the clinician, provides patient education in areas related to self-care, such as

taking medications appropriately, use of nebulizers and inhalers, diabetic education, wound care, self injection,and travel immunizations.

* Performs procedures as determined by the clinical needs of the department, including but not limited

to: starting and stopping IV’s, mixing and administering IV medications, IM and SC injections,

nebulizer and inhaler treatments, EKG’s, administering and reading PPD’s, suture removals, ear

lavage, wound care/dressing changes, and other procedures that are within the scope of professional

nursing practice.

* During their visit, manages the intake and monitoring of patients with acute medical conditions.

Monitors patients in the absence of the PCP/APC. Provides necessary nursing intervention when

appropriate.

* Performs administrative activities as it relates to caring for nursing home patients and patients

receiving home care services. Serves as a liaison between home care nurse/case manager/nursing

home staff and clinician. Utilizes resources in a cost-effective manner.

* Serves as resource to support staff or LPNs responsible for administrative aspects of practice, e.g.

school forms.

* Participates in patient care quality improvement projects as requested.
* Maintains BLS certification.
* May review published clinical reminder lists and act according to established protocols, e.g. Flu

vaccine reminders, overdue mammograms, pap smears, and immunizations.

* Performs all job functions in compliance with applicable federal, state, local and company policies

and procedures.

**Non-Essential Functions**

Performs other duties as needed. Any other duties performed which are not listed above are considered

non-essential functions.

**Minimum Requirements**

*Education:* Graduate of a state approved school of nursing. BSN preferred. Must maintain Basic Cardiac

Life Support (BCLS) certification.

*Skills and Experience:* Possesses a current license to practice professional nursing in the Commonwealth

of Massachusetts. Minimum of two years of experience required in medical, surgical, ambulatory or home

care nursing.

**Working Conditions**

Busy clinical environment with frequent deadlines and interruptions.

The above statements are intended to describe the general nature and level of work being performed by

people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties

and skills required of personnel so classified.