
MEMORIAL HOSPITAL OF LAFAYETTE COUNTY
800 Clay Street – Darlington, WI 53530

JOB TITLE: Primary Care Clinic – Staff RN

Reports to: Primary Care Clinic – RN Nurse Manager

Supervisory Responsibilities: None

Position Qualifications:

- Minimum of One Year Clinic Nursing Experience Preferred
- CPR Certification
- Advanced Cardiac Life Support (ACLS) is preferred but not required
- Ability, as a member of the MHLC team, to be familiar with the philosophy, goals and objectives of MHLC and work collaboratively to achieve them.
- Ability to be familiar and comply with all Memorial Hospital & PCC's policies and procedures.

Educational Requirements:

- Graduate of an Accredited School of Nursing
- Baccalaureate Degree Preferred
- Registered as a Nurse
- Valid Nursing License in the State of Wisconsin

Essential Functions of the Primary Care Clinic - Staff RN Position:

- Ability to verify medication lists.
- Ability to provide discharge instructions.
- Ability to assist patients with outpatient supplies, medications, home care information, appointment information, and after care needs.
- Ability to transcribe orders.
- Ability to perform routine Primary Care Clinic coordinator duties.
- Ability to perform patient set-up procedures.
- Ability to perform patient scheduling procedures.
- Ability to attend meetings as assigned.
- Ability to assist providers with procedures.
- Ability to perform nursing procedures within scope of RN role.
- Ability to demonstrate organizational skills.
- Ability to comply with Memorial Hospital & Primary Care Clinics health and safety standards and guidelines.

Professional Functions of the Primary Care Clinic - Staff RN Position:

- Demonstrate professional responsibility in their role within the organization.
- Demonstrate leadership skills.
- Demonstrate excellent communication skills with other professional staff within the organization: administration, medical staff, hospital and clinic staff, and the patients and their families.
- Demonstrate fiscal responsibility in assisting the Primary Care Clinic RN Supervisor in monitoring and controlling department revenues and expenditures.
- Demonstrate team building skills, and work cooperatively with Memorial Hospital and Primary Care Clinic personnel to ensure the most efficient operation of the department.
- Demonstrate patient / family advocacy including customer satisfaction, and health care ethics.
- Demonstrate self-development initiatives.
- Demonstrate the ability to learn and comply with personnel policies and safety regulations.
- Demonstrate the ability to create an environment that fosters professional behavior.
- Demonstrate the ability to document pertinent observations, interventions, and other patient information appropriately.
- Demonstrate the ability to report patient needs, problems, and/or observations regarding patient's condition to the physician.
- Demonstrate the ability to maintain a clean, safe and efficient unit environment for patients, visitors, and staff.
- Demonstrate the ability to complete all assigned projects and duties.
- Demonstrate the ability to contribute to the professional growth and development of self and other staff, and assist in staff orientation.
- Demonstrate the ability to maintain accountability for self, for own nursing practice and growth.
- Demonstrate the ability to react calmly and effectively in emergency situations.
- Demonstrate the ability to contribute to the continuity of care and effective communication between patients, staff members, physicians, and other medical staff.
- Demonstrate the ability to communicate with the Primary Care Clinic RN Supervisor regarding any concerns or problems.
- Demonstrate ability to support and interpret Primary Care Clinic philosophy and objectives.
- Demonstrate the ability to attend all mandatory programs, in-services and staff meetings without being prompted.
- Demonstrate the ability to maintain a friendly, respectful, and professional environment for all patients and their family contacts.
- Demonstrate the ability to maintain a cooperative, helpful work environment within the department and the organization, including but not limited to physicians and other staff members.
- Demonstrate the ability to maintain confidentiality regarding Memorial Hospital and Primary Care Clinics, its clients and staff; to include the discussion of patient information only with those directly involved in a patient's care or treatment.
- Demonstrate the ability to follow all Memorial Hospital and Primary Care Clinics policies, procedures, and guidelines at all times.
- Ability to provide new employee orientations within the Primary Care Clinics.

Typical Physical Demands:

- Ability to use full range of body motion and dexterity to allow significant handling, transferring, pushing/pulling, and lifting of patients and equipment.
- Ability to frequently lift, carry, push or pull up to 50 pounds, and occasionally lift, carry, push or pull over 50 pounds.
- Ability to stand and or walk 80-90% of shift; and sit 10-20% of shift.
- Ability to use good hand/eye coordination, and finger dexterity.
- Ability to use good perception and discrimination related to odor, color, and textures.
- Ability to use good perception and discrimination related to functional visual ability and depth perception; sound perception; and functional speech.
- Ability to frequently bend, twist, balance, and reach above and below shoulder level; as well as occasionally kneel and climb as necessary to perform job duties.
- Ability to wear gloves and other protective equipment.
- Ability to work irregular hours.
- Ability to use personal protection safety equipment including gloves, lab coats, gowns, goggles, and face masks/shields.
- Contact Primary Care Clinic – RN Care Manager for accommodation requests.

Typical Mental Demands:

- Ability to deal with pressure to meet deadlines, to be accurate, to handle constantly changing situations, and to create a positive work environment.
- Ability to deal with a variety of people, stressful situations, and handle conflict, while maintaining a positive work environment.
- Ability to communicate in a professional manner both verbally and in writing.
- Ability and willingness to gain new skills and knowledge necessary for the performance of essential job functions.
- Ability to give, receive and analyze information for the performance of essential job functions.
- Contact Primary Care Clinic – RN Care Manager for accommodation requests.

Working Conditions:

- Exposure to disagreeable odors, communicable diseases, and bodily fluids
- Exposure to the chemical compounds of medications and treatments
- Exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to noise and distractions
- Exposure to unpredictable behaviors
- Contact Primary Care Clinic – RN Care Manager for accommodation requests.

Equipment Knowledge:

- Ability to use infusion pumps, suction machines, oxygen delivery systems, lifts and other transfer devices, as well as ECG machines, cardiac defibrillators, and telemetry monitoring systems.
- Ability to use other technology and equipment specific to surgical procedures, such as laparoscopy, endoscopy, and arthroscopy equipment.
- Ability to use office equipment such as the phone/paging systems, copy, scanning, fax, computer and printer options.

Employee Responsibility in an Emergency:

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

Management Statement:

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the above job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

Employee Signature

Date

Supervisory Signature

Date

Updated: March 24, 2023