

**PONDEROSA PEDIATRICS P.L.C.**  
**JOB DESCRIPTION**

**POSITION TITLE:** Registered Nurse, Licensed Practical Nurse, and Medical Assistant

**REPORTS TO:** Nursing Supervisor/Coordinator

**DATE REVISED:** January 19, 2009

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**POSITION GOAL:**

The primary purpose of this position is to support the goals and objectives of the Practice by working cooperatively and compassionately with the Medical Staff to effectively and efficiently manage the medical care of patients.

**NATURE AND SCOPE:**

This position is an essential and highly visible position within the Practice that requires close working relationships with the Medical, Administrative, and Support Staff to safely and effectively deliver and manage the medical care of patients.

The incumbent receives guidance with respect to general objectives in the majority of tasks and projects assigned, determining methods, work sequence, scheduling, and how to achieve the objectives of the assignments while operating within specific policy guidelines

**QUALIFICATIONS:**

Successful performance in this position requires an Associate's degree (A. A.) or equivalent from a two-year college or technical school OR six months to one year related experience and/or training OR an equivalent combination of education and experience. The position requires certification (MA) or licensure (RN or LPN) and CPR certification. Basic personal computer skills are necessary.

In addition, the incumbent must be able to or possess:

- Read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, professional journals, technical procedures, procedure manuals and governmental regulations.
- Write reports, business correspondence, procedures, and staff in-services.
- Effectively present information and respond to questions from patients, parents/guardians, Medical, Administrative, and Support Staff, and external clients, customers, or vendors.
- Calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, volume, and accurate medication calculations.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form, and deal with several abstract and concrete variables.
- Handle multiple tasks simultaneously.
- Perform light physical activity of a non-strenuous, productive/technical nature that includes sitting, standing, or walking over 2/3's of the time, with occasional stooping, kneeling, or crouching, climbing or balancing.
- Manual dexterity sufficient to reach/handle items, work with fingers, and perceive attributes of objects and materials.

- Physical ability to talk, hear, or see with or without reasonable accommodations.
- Physical ability to occasionally lift up to 25 pounds with or without reasonable accommodations.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide care and medical management of patients under the direction of physicians.
- Assist with inventory, ordering, maintaining and disposing of medical and laboratory supplies, including pharmaceuticals, instruments and/or equipment, and vaccines.
- Triage and room in-office patients.
- Perform patient assessments and document in medical record including past history, complaints, current status, vital signs, and plotting points on a growth chart..
- Complete regulatory, payer-required, and Practice-defined forms (i.e., WIC forms) as required.
- Administer in-office laboratory tests (i.e., Influenza, A & B, RSV, quick strep, dip-stick urine), immunizations, allergy shots, vision and hearing tests, peak flow, and SVN treatments as ordered by the physician and according to Practice protocol, and document appropriately in the medical record.
- Perform venipuncture to produce blood specimens for various labs, and heel sticks on infants for total bilirubins.
- RN only - starting and maintaining IV's for fluid maintenance as ordered by physician.
- Assist with and support physician-directed patient, parent/guardian, and staff, education and preventative medicine endeavors.
- Set-up, perform, and/or assist with in-office specimen collection and medical procedures (i.e., urine clean catch, catheterization, circumcision, ear lavage, toe nail removal).
- Set-up, prepare, stock, and clean exam, procedure and consult rooms.
- Clean, disinfect, or sterilize instruments, equipment, and work areas.
- Obtain prior authorization, as needed, and schedule physician referred external tests, procedures, and/or consults.
- Triage medical phone calls, following Practice protocols for treatment recommendations of minor complaints and/or illnesses. (After one successful year of "floorwork" at Ponderosa Pediatrics.)
- Call-in prescription orders and/or refills as directed by Physician.
- Check logbook to monitor and follow-up, including contacting parents/guardians or other Providers with reports and results, on laboratory or other tests and procedures and referrals, as directed by the Physician and according to Practice protocols.
- Assist with training and motivating nursing and support staff.
- Contribute to policy and procedure development.
- Provide leadership to others through example and sharing of knowledge/skill.
- Participate in proactive team efforts to achieve departmental and company goals.
- Sustain an organized, safe, and clean work area.
- Adhere to organizational policies, practices and procedures, including OSHA standards and regulations.
- Perform other duties and responsibilities as assigned.