



<b>Job Title</b>	Registered Nurse I, II	<b>Job Code</b>	HS0141, HS0121, HS123
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt, Non-Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Clinical Care

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Clinical Care Professionals** provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

**Job Summary**

Provides patient care, assessment, treatment, and education.

**Representative Duties**

**1. Patient Care**

- Serves as clinical triage resource for the office via phone and in office encounters
- Provides initial nursing assessment and assists providers with exams, treatments, and procedures
- Administers medications and performs diagnostic tests as directed
- Documents patient care in electronic health records
- Prepares equipment and aids physicians/providers during treatment of patient

**2. Supervision Exercised – Note: Registered Nurse II**

- Provides direction to clinical staff within specialty service lines
- Serves as a liaison between staff, physicians, and external vendors (drug representatives)
- Assists in orienting clinical Fellows

**3. Patient Education**

- Counsels patients in self care, prevention, treatment, and follow-up
- Answers questions or concerns for patients
- Assists with scheduling patient appointments and providing referral and testing information and orders

**4. Meetings and Education**

- Attends staff meetings, participates in in-service offerings and continuing education
- May assist with orientation and training of new clinical support staff.
- Adheres to HIPPA (Health Information Privacy Protection Act) guidelines and education

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	CPR/AED Certification	
Licensure(s)	Registered Nurse Professional	
<b>Work Experience</b>		
See Level Addendum Below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**