

## **OB/GYN Office Nurse**

**General Summary:** A nonexempt position responsible for providing variety of patient care activities, including assessment, treatment, care planning, patient education, and medical care evaluation.

### **Essential Job Responsibilities and Requirements:**

- Obtains patient consent for care and ensures patient confidentiality. Obtains and documents health history, medical information, vital signs, medication reconciliation and health risk factors and assesses patient needs. Provides patient care based on practice guidelines, standards of care, and federal/state laws and regulations. Checks schedules and organizes patient flow.
- Executes prescribed treatments and medical interventions, administers medications and vaccines and monitors patient response. Refers to/consults with physicians, other health providers, and community resources to prevent/resolve problems or concerns. Educates patients and families about health status, health maintenance, and management of acute and chronic conditions.
- Documents patient assessment and pertinent data using established medical record forms/automated systems and documentation practices.
- Participates in multidisciplinary teams to improve patient care processes and outcomes.
- Maintains and stocks exam rooms. Monitors expiration dates of medications and supplies.
- Assists with performance of non-stress tests for obstetrical patients.
- Assists with telephone triage calls.
- Assists in procedure room as needed.
- New patient medical records and appointment scheduling.
- Fulfills organizational responsibilities as assigned including respecting/promoting patient rights and sharing problems relating to patients and/or staff with immediate supervisor.
- Attends and participates in staff and departmental meetings.
- Maintains strictest confidentiality in accordance with HIPAA compliance and CWH confidentiality policy.
- Represents Coastal Women's Healthcare in a positive and professional manner in support of the company mission statement.
- Other projects and duties as assigned by supervisor.

**Education:** RN. Completion of nursing training from an accredited school of nursing. BSN preferred.

**Experience:** 1-3 years of professional nursing experience preferred.

### **Other Requirements:**

- Current state registered nurse license.
- Current CPR certificate and current appropriate immunizations to work in the health care field (hepatitis B).
- Proof of COVID-19 vaccination and booster required.

## **Performance Requirements:**

### *Knowledge:*

- Knowledge of nursing processes; health care systems, structure, and functions; and community resources. Understanding of health care technology, equipment, and supplies. Familiarity with state law on nursing care, nurse practice guidelines, and clinic policies and procedures.
- Knowledge of wellness/illness, growth and development, human behavior, psychosocial factors, and alternative health care treatments.
- Knowledge of chart/medical record documentation requirements and federal/state laws related to release of health care information.

### *Skills:*

- Skill in time management, problem solving, multitasking, prioritizing, and medical care coordination.
- Skill in initiating appropriate crisis interventions and emergency response.
- Skill in patient triage in person and on the phone.
- Skill in using computers and computer systems (hardware and software).

### *Abilities:*

- Ability to analyze options and then counsel patients and families about choices and make referrals to other providers and resources.
- Ability to read and interpret physicians' orders and notes from other providers.
- Ability to calculate and administer drug dosages and injections and measure results.
- Ability to communicate appropriately, both orally and written.
- Ability to collaborate effectively with health care team.
- Ability to recognize and resolve hazardous conditions. Able to deal calmly with emergency situations.
- Ability to be reliable, responsible, and dependable to fulfill obligations
- Ability to be flexible and manage change.