



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Registered Nurse (RN)

Department: Medical

Supervisor: RN Supervisor

Supervises: N/A

Salary: \$57,204 - \$92,044.27 (\$27.50 - \$44.25)

Job Overview: Responsible for providing direct nursing care by applying nursing knowledge and skills and for ensuring the safety and comfort of patients and families according to legal, organizational, and professional standards. Treatment, diagnostic, and preventative procedures carried out under medical personnel within the Montana Standards of Nursing Practice Laws. Appraise individual and family needs, provide health counseling, arrange referrals, encourage compliance and conduct follow-up or monitoring of care plans. Assess patient health problems and needs, develop and implement nursing care plans and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Deal with sensitive information and maintain strict confidentiality.

Essential Functions (Major Duties or Responsibilities): Maintain accurate, detailed reports and records. Responsible for care planning and entering, collecting, analyzing and reporting data. Rooming patients. Examine patients to assess general physical condition. Administer medications to patients and monitor patients for reactions or side effects. Record patients' medical information and vital signs. Monitor, record and report symptoms or changes in patients' conditions. Medication reconciliation, scheduling, and referrals may need to be done. Collect biological specimens from patients, process, enter results. Match laboratory requisition forms to specimen tubes. Draw blood from veins, by vacuum tube, syringe, or butterfly venipuncture methods. Draw blood from capillaries by dermal puncture, such as heel or finger stick methods. Dispose of biomedical waste and/or contaminated sharps, in accordance with applicable laws, standards, and policies.

Consult and coordinate with clinical staff to assess, plan, implement, or evaluate patient care plans. Lead staff meetings, analyze work flow issues, and lead quality improvement projects. Patient care and list management. Skilled nursing services, including but not limited to: injections and vaccinations, wound care, and triage.

Minimum Qualifications (Education and Experience): Graduation from an accredited college or university of recognized standing with an Associate's or Bachelor's degree in Nursing. State of Montana RN License. Valid driver's license by the State of Montana.

Knowledge, Skills and Abilities (KSA's): Knowledge of principles, practices, and procedures of clinical nursing. Related community health center laws and regulations. Thorough knowledge of phlebotomy, immunizations, communicable diseases, CPR, and other related nursing procedures. Provide STD education (including HIV) counseling and testing. Ability to perform nursing duties in a professional manner. Communicate with clients, families, employees, and health care professionals. Meet quality metrics and standards. Ability to meet the standards and metrics of the patient centered medical home model and quality improvement measures.

Supervision: N/A



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Physical and Environmental Demands: Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

Special Requirements: Performs Nursing duties in the deliverance of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments and chemicals, requires adherence to universal safety precautions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
CEO/COO Review	Title	Date

My signature below indicates that I have read this job description.

Employee	Title	Date
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