

Nurse Responsibilities

*Vital Signs

- *update allergies / medications / pharmacies
- *reconcile med list one by one
- *Chief complaint- separate each problem
- *add template if needed per provider requests
- *Assist providers as needed
- *Give shots and properly chart and bill
- *draw labs/send to lab if needed document blood draw
- *set-up surgical procedures
- *document for all procedures
- *clean and sterilize tools
- *authorize prescriptions when needed
- *authorize radiology exams
- *Write letters of medical necessity
- *start and D/C IV's
- *administer meds when needed
- *sign out medications
- *Call back labs/notate in chart
- *send patient letters if unable to reach over phone
- *clean and sanitize rooms after each patient
- *put used linen in appropriate bags after each patient
- *Answer nurse calls and document conversation in patient chart
- *continually check the internal fax machine and clear out
- *continually check for voicemails
- *complete task box in the EHR
- *Daily temperature on all fridges (upstairs and downstairs)
- *daily/monthly maintenance on all lab machines i.e., controls, start up, shut down
- *Know crash cart

- *do EKG, PFT's and any other in office testing
- *complete x-rays
- *schedule patients
- *Register new patients
- *collect payments
- *count meds
- *check documents to be scanned/faxed – get provider signature if needed
- *scan documents into patient chart
- *complete other trainings as needed
- *fill out appropriate check off lists nightly
- *restock supplies as needed throughout the clinic
- *turn off appropriate computers and lab equipment
- *Empty garbage nightly or as needed
- *count medications with second nurse
- *Restock all rooms nightly
- *write down anything that needs to be ordered on appropriate list
- *make sure the nurse station is clean
- *empty shred bin nightly

*****When calling a patient back to the room, we need to be walking out in the waiting room and greeting that patient, walk back to the room with the patient, introduce yourself. If it is a new patient, make them feel incredibly welcome. Offer the patient a water. Tell the patient that the nurses sit right outside all the rooms and if they need anything at all, do not hesitate to ask. If we do not know what the patient looks like, look at the picture. If there is no picture, we need to ask the receptionist to get a picture. ALWAYS ALWAYS make the patient feel very welcome. Always go above and beyond for them as they are the reason why we are here.*******