

JOB DESCRIPTION

Position Title: Float Nurse/ Medical Assistant

Department: Nursing

Reports To: Director of Clinical Operations

Position Summary:

Plan and provide professional nursing care for patients at Adult & Pediatric Urology clinics in accordance with physician orders and established policies/procedures. The Float Nurse/Medical assistant will help in the completion of tasks with the Primary Nurse/Medical Assistant. The Float position promotes timely patient flow by escorting patients to examination rooms, preparing the room /patient for the physician, and maintains well-stocked rooms. Report to person responsible for inventory, regarding the need to reorder medical, lab and office supplies /equipment. The Float Nurse/Medical Assistant must be able to communicate effectively with the patient, caregivers and members of the health care team.

Essential Job Functions:

1. Collects subjective and objective data in person or telephone. Communicates data to Primary Nurse/MA, or NP, or MD in a timely fashion and carries out orders efficiently and timely. Documents any conversations or changes in patients' conditions, medication or prescriptions received, and plan of care in concise and logical manner. May assist in Call-Center duties, to include, scheduling or re-scheduling of appointments, and answering of phones, as needed.
 2. Provides verbal and written education to the patient regarding their condition and documents such teaching in the medical record. Will review charts during pre-clinic time to organize patient education for clinic appointments, if directed by Primary Nurse. Will assist Primary Nurse in the mailing or reviewing of patient information and document accordingly.
 3. Consistently acts as a customer service representation for the clinic. Therefore, will seek out appropriate guidance and direction in the performance of responsibilities and duties. Demonstrates good judgment, and reasoning skills. Respectful rapport with nursing staff, medical staff, other departments, and visitors is required.
 4. Maintains an ADPU approved recall system to follow-up on ordered tests and procedures. Ensures assistance and encourages patient compliance of future or current MD orders. Will collaborate with physician regarding test results. Communicates relevant information between doctor and patient regarding diagnosis, and diagnostic test results. Works with physician to provide optimal patient outcomes.
 5. Performs clinical actions consistent with established ADPU policies/procedures, maintains acceptable standards of patient care in accordance to State and Federal regulations. Will complete clinic duties as outlined by the State's scope of practice laws. Medical duties may include, but are not limited to, those listed on the nursing competency paperwork of which will be completed during the orientation phase of this position.
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Essential Job Requirements:

- EDUCATION** Completion of a nursing or medical assistant program. Have obtained licensure/certification (if licensed or certified by the State) and has maintained continuing hours in accordance to state requirements.
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- EXPERIENCE** Two years of related work related experience, preferred; or an equivalent combination of experience and education. Current licensure or certification. Valid Drivers license and current proof of Insurance. Successful completion of the Adult & Pediatric Urology orientation. Compliant with HIPPA standards.
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- REQUIRED SKILLS** Current licensure or certification. Valid Drivers license and current proof of Insurance. Successful completion of the Adult & Pediatric Urology orientation. Compliant with HIPPA standards.
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- PREFERRED SKILLS** Reacts well under pressure. Exhibits sound and accurate judgment. Accepts responsibility for own actions and follows through on commitments. Observes safety guidelines and utilizes equipment/materials properly. Supports and promotes a high degree of morale and spirit of motivation within the office.
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- PHYSICAL REQUIREMENTS** Maintains good body mechanics to reduce incident of injury. Environmental factors include possible exposure to toxic/caustic chemicals and body fluids. However, the mandated use of universal precautions and compliance with OSHA guidelines protects the employee from potential risks.
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Exempt/Non-Exempt
(Circle one)

Full-Time/Part-Time
(Circle one)

Permanent/Temporari
y
(Circle one)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

_____ Employee’s Signature	_____ Date Signed / Date of Hire
_____ Human Resource’s Signature	_____ Date

Creation Date: January 19, 2006

Revision Date: