

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Professional		C	4	3	Exempt
POSITION TITLE: RNCC			POSITION#:		
☐ New ☒ Revised		Date:	4/4/2019		
SERVICE TYPE:		ONA			
Employee Name:		Department:	Health Centers	Supervisor:	Primary Care Clinical Practice Manager
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Registered Nurses work in clinical, community, and home settings to provide a broad range of nursing services aimed at disease prevention, treatment, and health policy implementation. They apply critical thinking and nursing process skills to screen, assess, plan, deliver and evaluate health interventions for individuals and populations. This position will include triage to assess clients' health status for immediate care, clinical appointment, education for care at home, or referrals to resources. Demonstrate knowledge-based care to assigned clients and programs in accordance with standards of practice, nursing practice act, Oregon Administrative Rules, County and department policies and procedures. May provide specialized services within specified programs and at multiple sites according to scope, license, and program standards.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Nursing Assessments and Interventions Essential Duties: - Perform individual, comprehensive, physical and psycho-social health assessments of clients identifying actual and potential health needs. Utilize knowledge of the principles, practices and procedures of nursing and consultation, including socioeconomic and cultural factors as part of the nursing assessment. - Collect subjective and objective information from the client. Formulates reasoned conclusion from the information available. Appropriately utilize nursing process in assessment and interventions. - Apply detailed knowledge of community & client population demographics, health indicators and risk factors specific to the program/population being served. - Provide comprehensive or specialized nursing and consultation services in clinic, home, school, or community setting. - Address life threatening or crisis situations exercising critical thinking skills and professional judgment. - Develop and monitor reasonable and measureable outcomes with client. Monitor interventions implemented to achieve these outcomes. - Collaborate with professionals and community members/groups including – but not limited to – health care professionals, educators and social service workers. - Identify and meet the needs of the community, acknowledging financial, linguistic, cognitive and other constraints. - Provide culturally competent care to all clients served.	65%

2	MFA: Nursing Case Management Services. Essential Duties: • Provide case management services, care coordination, referral and follow-up to program specific population. • Use epidemiological surveillance methods in community outreach, screening, and case findings of communicable and infectious diseases, as applicable. • Engage clients and/or families in a plan of care that addresses their identified health deficits and issues. • Contribute to team functions or activities such as planning, implementing, and evaluating case coordination and management. • Demonstrate knowledge of community resources for a target population specific to assigned program.	25%
3	MFA: Documentation, Data Tracking, Reports Essential Duties: • Document all activities and maintain client records as directed by County procedures, protocols and applicable program rules and regulations. • Assist in the evaluation of procedures and protocols, and prepare reports as requested or required. • Maintain confidential and sensitive information according to HIPAA standards. • Conduct written, verbal & electronic communication in a professional manner according to cultural competency, health literacy/numeracy standards.	8%
4	MFA: Medication and/or Vaccine Oversight Essential Duties: • Maintain and dispense medications to clients according to regulatory standards. • Provide medication management training to clients. • Authorize and track medication refills according to standing orders and organization policies. • Oversee proper vaccine storage, handling, ordering. • Access compliance and potential adverse reactions and notify prescriber when indicated.	1%
5	Other duties as assigned	1%
Percentages should total 100%		100%

Special Requirements:

Current Oregon Registered Nurse license
Current Oregon driver's license

Physical Requirements:

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____