



Job Description

JOB TITLE: Registered Nurse - Cardiac

DEPARTMENT: Nursing

SUPERVISION RECEIVED: Reports to Nursing Supervisor / Director of Clinical Services.

SUPERVISION EXERCISED: None.

JOB SUMMARY: Responsible for providing professional nursing care for patients following established standards and practices. Assist physicians and other staff in coordinating patient care. Function as primary liaison between patients, staff and physicians. Exhibit the four core values of respect, integrity, innovation and compassion.

ESSENTIAL FUNCTIONS:

- Promptly greets patients. Consistently communicates with patients on wait times; provides direction to the next step in the treatment process. Ensures appointment preferences are given to patients in emergency situations.
- Screens patients for appropriate information. Observes, records and reports patient's condition and reaction to drugs and treatments to physicians. Recognizes and seeks help in emergent/hazardous situations.
- Assesses patient needs and suggests solutions to patient care problems. Educates patient / family about diagnostic procedures, medications, nutrition and maintenance of health and wellness. Instructs patients in collection of samples and tests.
- Provides general nursing care to patients. Administers prescribed medications and treatments in accordance with nursing standards.
- Demonstrates accountability and leadership in the performance of LPN's/ medical assistants to ensure quality patient care and promotion of team collaboration.
- Maintains exam rooms with necessary supplies and materials. Ensures cleanliness. Prepares equipment and aids physician during treatment, examination and testing of patients.
- Maintains accurate patient records.
- Responsible for reporting improperly operating medical equipment and instruments to supervisor.
- Responsible for following OSHA regulations.
- Regularly interacts with physicians and other departments in order to identify and resolve problems.
- Responds to / refers incoming patient treatment related phone calls.
- Enhances professional growth through meetings, education, conferences, etc.
- Maintains patient, employee and clinic confidentiality.

REQUIREMENTS & PREFERENCES:

- Current license as a RN in the state of Ohio - Required
- CPR certification – Required (ACLS – Preferred)
- Cardiology experience – Preferred
- Electronic Health Record experience - Preferred

The position requires sufficient physical ability and mobility to work in an office setting, including standing for prolonged periods of time; intermittently stooping, bending, kneeling, crouching, reaching and twisting. The associate will be required to lift, carry, push, and/or pull moderate amounts of weight and operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Individual must have excellent verbal communication skills to perform daily tasks.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.