



JOB DESCRIPTION

REGISTERED NURSE

Practice Manager

October 17, 2016

March 31, 2013; Nov. 5, 2020; Jan. 26, 2022;

June 29, 2023; 12/18/2023; 3/26/2025; 11/11/2025

Department:

Clinical

FLSA:

Non-exempt

Basic Function: Under the direction of the Clinic Practice Manager, the Registered Nurse (RN) acts as the lead clinical support staff member at his/her assigned site and is responsible for providing nursing care of a highly specialized and professional nature to clinic patients as well as providing support and assistance to medical providers, coordinating direct patient care while facilitating patient flow within the clinic. Acts within the scope of his/her nursing license provisions.

Essential Functions:

1. Performs telephone and on-site triage, assessing patients for urgency of needs and prioritization by acuity and directs providers to more critical patients as necessary.
2. Rooms patients per Canyonlands' current standard (includes, but is not limited to taking vital signs, noting chief complaint, noting allergies, etc).
3. Administers medications and keeps accurate records. Maintains current knowledge of all medications, immunizations, their side effects, and current guidelines. Starts IV infusions and administers medications via IV. Discontinues IV therapy per provider order.
4. Processes patient prescriptions and/or refills per Canyonlands' policy.
5. Responds to/redirect patient portal refill requests for all clinic sites.
6. Collect and submit quality data for various value-based or quality care measures and update in the EHR.
7. Performs EKGs, Spirometry, audiograms, vision tests, respirator fit testing, sets-up and administers nebulizers as needed.
8. Administers and documents vaccinations. Is responsible for maintaining oxygen tanks in working order, ensuring nasal cannula is always in place if needed. Checks and records oxygen per Canyonlands policy.
9. Conducts in-clinic nursing visits/encounters in accordance with law and within current Arizona RN scope of practice and current Canyonlands' protocols.
10. Assists provider with routine examinations, special procedures, office surgeries, and chaperoning as necessary.
11. Collaborates with providers to assess and monitor the provider inbox, PAQ and patient portal messages. When appropriate complete tasks as needed within Canyonlands policy and the RN scope of practice.
12. Maintains and proves clinical and lab competencies annually by participating in a skills lab or other method of assessment approved by the Clinical Support Director.

13. Acts as the clinic location Primary Immunization Lead. This includes but not limited to chart review, vaccines inventory/ordering, sending immunization recall letters, any site training needs, etc.
14. Implements standing orders per Canyonlands clinical standards and protocols as approved by the Chief Medical Officer.
15. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.

Secondary Functions:

16. As the lead clinical support staff member, provides teaching and mentoring to other team members and serves as a resource for clinical support staffers. Provides patient education and counseling as determined and directed by the provider or Clinical Support Director. Provides clinic-approved teaching literature and educational material as appropriate/directed.
17. Verifies supplies and medications on hand and assists with reordering as needed. Recommends newer clinically proven or cost-effective alternatives to current products utilized by clinics.
18. Ensures established Quality Improvement, PCMH, and infection control activities are performed according to policy. Participate in Quality Improvement activities as directed.
19. Collaborates with health care staff responsible for patient care to develop, implement, monitor and evaluate appropriate clinical care or other services to meet the needs of patients and coordinates all activities related to chronic care management.
20. Use PPE as appropriate.
21. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remain current.
22. Provides for laboratory services in the absence of the Laboratory Tech or designee and performs CLIA lab tests per Canyonlands established protocols/standards.
23. May travel to other sites to provide coverage and or training.
24. Understands role in Disaster Plan and that safety is a condition of employment.
25. Follows CHC's policies and procedures.
26. Serves on various CHC and community committees as required/requested.
27. Other duties as assigned.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Graduate of an accredited nursing program (ADN) required.
3. Valid, unrestricted, and current Arizona license as a Registered Nurse or compact as RN.
4. CPR certified (BLS).

5. Possess a valid driver's license.
6. Skilled in-patient assessment and nursing procedures.
7. Ability to read, write and speak clearly understandable English.
8. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
9. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.
10. Above average computer skills to operate and/or learn Agency's current EMR/EHR system.
11. Ability to be physically active for long periods of time to ensure patient care and safety and have the ability to work well under pressure and present self in calm, caring, and professional manner.

Preferred Qualifications:

1. BSN
2. One (1) year of directly related clinical experience.
3. Bi-lingual (English/Spanish/Navajo) language skills.
4. Extensive working knowledge of the NextGen EMR system. Knowledge of Microsoft programs with the ability to effectively communicate using Outlook.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

Physical Requirements:

Clinical Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision - near				X
Vision – w/assistance				X
Walk			X	
Sit		X		
Handling			X	
Reach outward			X	
Reach above shoulder			X	
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10 lbs or less		X		
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs		X		
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are required of me place me in a Category I.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel is is not required. It is anticipated that travel will be: 5% – 10% 50%-75%
 10% – 25% 75% - 90%
 25% – 50%

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, COVID-19 and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

Print Name

Signature

Date