

POSITION TITLE: Registered Nurse

Scope

RN is responsible for performing clinical and technical procedures for the clinical practice.

Position Summary

RN is responsible for taking care of all types of post-operative patients. RN is responsible for preoperative teaching and testing. RN is responsible for ensuring surgical charts are complete with all notes, testing, clearance, labs, EKGs as applicable, and photos. This is a fulltime position that requires approximately 60% of time standing/walking and about 40% of time sitting. No heavy lifting is involved.

Qualifications

- RN Licensure from accredited school of nursing, BSN preferred
- CPR certified
- 2+ years' experience as a RN in the field of medicine
- Plastics experience required
- Surgical experience required
- Understands proper way to educate patients, assess learning response
- Ability to assess patient and identify medical needs/concerns and the ability to communicate this to supervisory MD or NP provider
- Ability to answer all post-operative phone calls, handle medical-legal paperwork such as FMLA forms, disability forms and return to work forms
- Ability to triage patients
- Knowledge and ability to remove sutures, drains, dressings with thorough physical assessment skills
- Ability to identify infection or hematoma
- Training in basic clinical/medical procedures
- Basic computer operating knowledge-Microsoft Word and Excel
- Basic knowledge of working with camera/downloading information into computer
- Ability to work with and maintain confidential patient information
- Ability to communicate effectively with all levels of staff and patients
- Ability to follow precise direction, instructions and system protocols
- Ability to provide friendly, timely service to all patients with questions or concerns
- Ability to take direction and follow through on assignments and responsibilities

Duties and Responsibilities

- Assist physician in seeing post-op, follow-up, and new patients
- Assist physician with minor in office procedures
- Remove sutures, change dressings, remove JP drains, remove staples
- Take new patient photos and enter demographics into database
- Ability to use Nextech for making appointments, check on appointments, adding notes and in general good understanding of all Nextech functionality
- Return patient phone calls with answers to inquiries for any reason
- Full understanding of all injectables and ability to teach patients about these products
- Notify patients of benign pathology results
- Track problem patients (i.e., infection, dissatisfaction, assist with appropriate follow up)
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform general office duties, such as answering telephones, completing insurance forms, assisting patient with forms and consents
- Perform pre-operative teaching for surgical patients
- Obtain blood work or EKGs, review results, obtain EKG with NP interpretation

- Coordinate with patient's PCP or specialist in obtaining lab work, cardiac work up and or clearance on patients before surgery
- Prepare surgical charts, make copies for recovery room, ensure chart has all labs, work ups, appropriate paperwork and photos needed
- Troubleshoot schedule conflicts with clinical team for both MD's schedules
- Clean and sterilize instruments during clinical day along with other team members; clean rooms at end of clinical day as needed with other team members
- Responsible for periodically updating clinical forms including pre- and post-operative packets; directly involved in continually improving our paperwork/communication with patients

Physical Demands of Job

- Ability to work under stress, moderate periods of sitting, walking, standing and computer use.

All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.