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# Example of Clinic Nurse / Registered Nurse Job Description

Our company is growing rapidly and is looking for a clinic nurse / registered nurse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic nurse / registered nurse

* Helps fiscal management and other administrative staff to develop/implement cost efficient policies and procedures for all clinic areas, billing, insurance, fee schedules, credit/collections, purchasing, and space planning
* Implementsand monitor patient care plans
* Assess and coordinate patient's discharge planning need with member of the healthcare team
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* Phone Triage for physician for assigned group of patients
* May be asked room patients
* Patient discharge
* Handles patient follow-up calls
* Provides patient education on particular procedures and processes
* Acts as the subject matter expert in respective specialty for hospital RNs in the units

## Qualifications for clinic nurse / registered nurse

* Demonstrated medical office or other outpatient ambulatory clinic experience (minimum of two years is strongly desired)
* Experience with in-person and telephonic triage using protocols
* Good history taking and physical assessment skills
* Ability to administer injectable medications and immunizations
* American Heart Association Basic Life Support (AHA-BLS) certification for healthcare providers
* Must have demonstrated competence in IV line insertion