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# Example of Clinic Nurse Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinic nurse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic nurse

* Maintains the medical record including confidentiality and documentation of all care provided
* Completes visit assessment documenting all elements of patient assessment
* Educates and provides call back to patients and families regarding care, procedures, referrals, test results and medications
* Demonstrates ability to set-up and perform clinic-specific procedures to include operation of equipment per policy and procedure
* Demonstrates ability to perform clinic-specific quality control, lab testing, phlebotomy, and completion of logs
* Able to schedule appointments and/or referrals and complete prior- authorization process to meet the needs of the clinic patient
* Assumes additional responsibilities to meet regulatory compliance such as Infection Control, Joint Commission and Rural Health
* Completes visit assessment including problem and medication list accurately and within a reasonable time frame
* Consistently and accurately implements and records provider orders
* Educates and provides call-back to patients and families regarding care, procedures, referrals, test results and medications in a timely manner and documents in the record

## Qualifications for clinic nurse

* Ability to perform tasks
* Current license in the State of Oregon as a Registered Nurse
* 1-2 years of experience in clinical health care field
* Ability to assess self-learning needs and participate in educational programs as appropriate
* Work closely with physicians specifically between the oncologists and cardiologists
* Assist with patients management in facilitating care coordination of identified patients