



**Position:** Registered Nurse (RN)

**Job Summary:**

The RN provides direct and indirect patient care services under the direction of a licensed independent practitioner (LIP) and in accordance with the LIP's plan of care

**Supervisory Responsibilities:**

- Licensed practical nurse
- Medical assistant

**Duties/Responsibilities:**

- Coordinate daily office activities, greet patients, and check patients in and out for their appointments.
- Ensure accuracy and validity of orders.
- Send any new orders to billing office to initiate prior-authorization and follow up appropriately.
- Assist patients with enrollment in co-pay and assistance programs, alert patients of when it is time to renew enrollment in these.
- Ensure all necessary labs and diagnostics are up to date in the patient's chart prior to their infusion appointment.
- Clean and disinfect items in the infusion suite as per infection prevention policy.
- Order, receive, track and stock all supplies needed for the infusion suite.
- Manage ordering, tracking, and reconciliation of infusion drugs and infusion drug samples.
- Ensure medication refrigerators are operating at manufacturer-specified temperature range, take action when out of range.
- Check infusion suite supplies monthly, remove/re-order any outdates.
- Check infusion reaction kit monthly and remove/replace any outdates.
- Interview patients, document any changes in medical history to include infections, surgeries, medication changes, etc.
- Take vital signs, including weight and document findings in the patient chart
- Start, manage, and discontinue IV lines as per protocol
- Mix medications per manufacturer's guidelines.
- Administer pre-medications as ordered by the provider.
- Assess patients for duration of infusion, providing appropriate interventions as needed.
- Provide 1:1 education to patients regarding biologic medications, the infusion process and medication administration.
- Document infusion visit in EMR in a timely manner as per protocol.
- Accurately bill for infusion visit in a timely manner.
- Utilize EMR messaging and call patients to communicate changes or updates to plan of care.
- Communicate with patients, providers, and staff regarding patient's plan of care in a caring empathetic manner to ensure safe, effective medical care.
- Participate in continuous quality improvement meetings and projects.
- Attempts to create new ideas or new procedures to improve patient safety and satisfaction while working as part of a group or individually.
- Interacts professionally with patients and fellow employees.
- Accepts and incorporates changes or new ideas into daily work.

- Provides service in a responsive, timely and accurate manner to both patients and fellow employees.
- Understands and adheres to policies and procedures.
- Recognizes priorities and takes action; makes productive use of time.
- Strives to resolve problems and conflicts on his/her own initiative.

#### **Required Skills/Abilities:**

- Unencumbered Washington Registered Nurse license.
- Current Healthcare worker BLS certificate
- Experience with electronic medical records (EMR).
- Excellent time management skills and ability to multi-task and prioritize work
- Strong interpersonal skills
- Excellent written and verbal communication skills.
- Exceptional attention to detail.

#### **Education and Experience:**

- Graduate of an accredited State Board of Nursing RN program.

#### **Physical Requirements:**

- Prolonged periods of standing or sitting at a desk and working on a computer using a keyboard and mouse
- Must be able to lift/carry:
  - 20-50 pounds occasionally
  - 10-25 pounds frequently
  - up to 10 pounds constantly.
- Must be able to walk, bend, squat, kneel, crawl, climb and reach above shoulder height, push, and pull as needed.
- Must possess functional vision, hearing, and speech in order to communicate effectively with providers, patients, staff, insurance, and pharmaceutical companies.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.

If you are interested in applying for this position, please send your resume to Nancy Spencer at [nspencer@wwmedgroup.com](mailto:nspencer@wwmedgroup.com).