



*Part of Fairview  
Health Services*

## **JOB DESCRIPTION**

**JOB TITLE:** Registered Nurse – Obstetrics/Gynecology Clinic

**DEPARTMENT:** Nursing Services - Clinic

**JOB SUMMARY:** RN will utilize the nursing process – assessment, planning, implementation, and evaluation – to support the obstetrical and gynecology (OB/GYN) patient population in teaching, care planning, and follow-up. The RN will work with the physicians/providers and clinic staff to support a smooth transition through all phases of medical care, obstetrical care, and all relevant procedures.

### **I. JOB DUTIES:**

1. Works collaboratively with the OB/GYN (s), LPN (s) assigned to the physicians and related departments to assess the needs of each patient on an individual basis, and provides coordination of the services necessary to meet patient needs.
2. Triage calls and manages daily clinical flow for the OB/GYN patient population. Manages refills for OB/GYN patients.
3. In collaboration with LPN (s), manages the physician desktops and coordinates care for the patients in the OB/GYN practice.
4. Performs pre-visit planning for OB/GYN patients.
5. Assists with procedures performed in the OB/GYN department.
6. Independently performs NST, BPP, and initial OB visits.
7. Within scope of practice will assist OB/GYN (s) to manage consults.
8. Performs patient teaching and other patient care needs as directed by the plan of care.
9. Manage nurse only appointments (Ex: pregnancy confirmation appts., medication administration, NST's, BP checks.)

### **II. RESPONSIBILITY FOR EQUIPMENT/MATERIALS:**

1. Ensures medications are stored properly; monitors for expirations and disposes of expired medications promptly and per protocol.
2. Understands the procedures for cleaning spills, etc., and is able to follow through on an as needed basis assuring no risk of safety violations or hazards.
3. Helps keep track of supplies and follows guidelines for reordering.

**III. NECESSITY FOR INDEPENDENT ACTION:**

1. Must work independently and be self-guided within RN scope of practice.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to the provision of quality care.
4. Demonstrates ethical conduct and practices
5. Provide oversight of care and staff direction consistent with the RN scope of practice.

**IV. CONFIDENTIAL INFORMATION:**

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

**V. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:**

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.
3. Serves as a catalyst for improving standards of nursing practice.
4. Demonstrates leadership skills through the ability to set and attain goals.
5. Serves as a role model for professional conduct and practice.
6. Provides support to professional and technical staff.
7. Maintains two-way communication with the Clinic Leadership and any other staff member as appropriate.
8. Actively participates in the organizations on-going Quality Improvement Programs.

**VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:**

1. Responsible for scheduled hours.
2. Demonstrates behavior that mirrors the organization's Mission, Vision and Values.
3. When absence from a scheduled shift is anticipated will contact the Scheduler as soon as possible.

**VII. PHYSICAL DEMANDS:**

The physical demands described here for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Physical and Mental Demands</b> (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist Grand Itasca Clinic and Hospital in meeting these obligations.)					
<b>PHYSICAL DEMANDS</b>					
Physical Demands (Frequency Based on an 8-hour shift)		Occasionally 1 – 2.5 HR	Frequently >2.5 – 6 HR	Continuously >6 – 8 HR	
Standing			X		
Walking			X		
Sitting			X		
Bending/Twisting			X		
Reaching Above Shoulders		X			
Reaching Waist Level			X		
Reaching Below Knee		X			
Climbing		RARELY			
Lifting Above Shoulder <b>_15_</b> Max # lbs.		RARELY			
Lifting Waist Level <b>_60_</b> Max # lbs.		RARELY			
Lifting Below Knee <b>15</b> Max #lbs.		RARELY			
Carry Above Shoulder		NA			
Carry Waist Level		MARGINAL			
Carry Below Knee		RARELY			
Writing			X		
Pushing		X			
Hearing				X	
Squat/Kneeling		X			
Repetitive Actions			X		
Handling			X		
Fingering/Keying			X		
Typing			X		
Gripping/Grasping			X		
Driving		NA			
Speaking				X	
Seeing/Visual				X	
<b>PHYSICAL ENVIRONMENT</b>					
	Noise		Fume/Gases		Chemicals
	Heat/Cold	X	Human Tissue/Fluids	X	Biohazard Materials
X	Infectious Disease		Animal Tissue/Fluids		Dirt
	Moving Machinery		Radiation		Lasers
	Vibration		Wet/Humid Environment	X	Work Inside
	Work Outside	X	Telephone Usage		
<b>MENTAL DEMANDS</b>					
X	Freq. People Contact	X	Frequent Interruptions	X	Multiple Concurrent Tasks
X	Irreg. Work Schedule	X	Decision Making Skills	X	Frequent Deadlines
	Supervisory Skills	X	Concentration Required	X	Organizational Skills
X	Detailed Work	X	Ability to Work Independently	X	Ability to Work with Others
Special Considerations/Unique Environments or Demands: Eye Protection, Gloves, Scrubs, Clients with behavioral challenges					

**VII. QUALIFICATIONS:**

1. Currently licensed as an RN in the state of Minnesota.
2. Has current BLS certification (or is willing to obtain within two months of employment).
3. Current or previous OB/GYN experience in the ambulatory setting required.
4. Ability to work efficiently, accurately, and maintain positive working relationships.
5. Demonstrated ability to follow and adhere to Grand Itasca Clinic and Hospital policies, vision, mission and values.
6. Maintains reliable and consistent attendance.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Original copy must be filed in the Human Resources employee's personnel record.**