



UrologyAustin

**UROLOGY AUSTIN, PLLC
JOB DESCRIPTION**

POSITION: REGISTERED/LICENSED VOCATIONAL NURSE

POSITION SUMMARY

The registered nurse and/or licensed vocational nurse renders professional nursing care to patients at Urology Austin. He/She will also assume the role of patient advocate and liaison between the physicians and patient. The position of registered nurse will also demonstrate good judgment in conveying patient information to practitioners at all locations while maintaining patient/staff/and practice information confidentiality

JOB RELATIONSHIPS

- Supervised by the Site Manager, CEO and/or physicians of the Practice
- Work in conjunction with physicians, physician assistants and patients to ensure complete and excellent patient care
- Work in conjunction with front office and scheduling staff as needed to ensure efficient patient scheduling

EMPLOYMENT STANDARDS

- Registered Nurse or Licensed Vocational Nurse, licensed in the State of Texas
- Clinical expertise in urology surgery nursing preferred
- Equivalent of two (2) years experience in surgical office-based nursing, emergency room or operating room nursing
- Participation in continuing education
- Ability to utilize good clinical judgment to deal tactfully and effectively with patients and their families, other employees, practitioners and other medical professionals
- Ability to be flexible, cooperative and supportive in working with all employees and physicians at Urology Austin

DUTIES AND RESPONSIBILITIES

- Patient advocate – ensures a setting that protects the rights of the patient and provides an atmosphere that does not compromise the patients' physical or mental well-being, safety or dignity
- Demonstrates knowledge of anatomy and physiology, patient care standards as dictated by the nursing licensing board of the State of Texas, and standard knowledge of basic CPT and ICD-9 coding.

- Under supervision of physician, gives results of pathology, radiology, laboratory and other diagnostic tests.
- Accurately records and maintains documentation of telephone encounters and on-site patient conversations, including chief complaint, verbal history of present illness with date of onset, symptoms including pain, bleeding and retention assessment, update of medications and allergies, and limited physical examination, adhering to scope of practice guidelines of the State of Texas
- Conveys relevant information to physician and staff to ensure continuity of care
- Under the supervision of the physician and/or physician assistant, relays practitioner assessment and treatment plan to patient or designated family member, adhering to the scope of practice guidelines of the State of Texas
- Communicates with new patients as to severity of problem and, in conjunction with the physician and/or physician assistant, conveys urgency of appointment to scheduling staff
- Documents relevant material in medical record and forwards pertinent notes to physician and/or physician assistant for review and signature
- Instructs patients on procedures, studies and consults
- Demonstrates knowledge of OSHA
- Demonstrates knowledge and skills necessary to provide age-specific appropriate care.
- Maintains clinical and administrative confidentiality with the Practice and the community.
- Performs other duties as required.

Typical physical and mental demands: Full range of body motion, including manual and finger dexterity and eye-hand coordination; extensive periods of standing and walking; bending, lifting, and carrying; extensive involvement with sick or stressed management, providers, staff, patients and their families. This position also requires excellent written and verbal communication skills. As a registered nurse, exposure to communicable diseases, chemicals common to a clinical setting and potential exposure to bloodborne pathogens and body fluids is possible.

SUMMARY

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job; it is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards.

I agree that I have received a copy of this job description and understand the requirements of this position, Registered Nurse (RN)/Licensed Vocational Nurse (LVN).

Name

Date