



Job Title:	Office Nurse - RN (Santa Rosa Beach)
Department/Group:	Clinical
Position Type:	Hourly non-exempt
JOB DESCRIPTION	

Dermatology Solutions Group, LLC (“DSG”) provides professional management services to **Southeastern Dermatology Group, P.A.** (“SEDG”), a medical practice headquartered in Panama City, Florida with locations throughout the Southeast. SEDG has a professional team of physicians who are trained in the medical and surgical sub-specialty of dermatology.

PURPOSE:

The Office Nurse - RN is responsible for assisting and directing day to day delivery of health care and patient care management. This position will report directly to the Office Administer and will receive supervision from the following: Clinical Coordinator; Office Administrator, Physicians, Advanced Nurse Practitioners, Physician Assistants and the Directors of Dermatology and Spa Operations.

SERVICE ORIENTATION:

This position is patient focused with the objective of delivering superior patient care and ensuring positive patient experiences and outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares patients for examination and treatment by escorting them from the waiting area to the exam room. Will take the patient’s history (HPI), determine their chief complaint, verify their medical and surgical histories, current medications, etc., and take vital signs if applicable.
- Responsible for documenting verbatim all information conveyed by the patient throughout the examination.
- Prior to surgery, will review and complete required surgical documents prior to appointment with recent test results and correspondence and determine needed services per practice protocol.
- Prior to patient visit, will confer with Medical Provider regarding any incomplete patient tests/consults or other incomplete orders.
- Responds to patient communications. Contacts patients regarding test results and schedules further surgical treatment(s).
- Prepares, cleans, stocks and maintains exam and treatment rooms daily.
- Cleans and sterilizes all necessary instruments.
- Prior to treatment, ensures that all proper consents have been reviewed, initialed, signed and dated by the patient.
- Gives injections, assists with examinations and office procedures as needed; and provides other patient care services as directed by the Medical Providers.

- Performs suture removals as directed by the Medical Providers.
- Verifies that all assigned telephone encounters have been attended to daily.
- Upon Medical Providers orders, ensures that the delivery/transmittal of prescriptions is being completed and responds to medication requests per practice protocol.
- Prepares and maintains clinical supplies and equipment.
- Verifies all patient/specimen information corresponds with tissue specimen(s). Records tissue specimen(s) and enters them into log.
- Triage and responds to patient communications per practice policy.
- Assists with scheduling tests and treatments, and processing referrals to other providers.
- Responsible for abiding by the Standards of Conduct and meets all compliance training requirements.
- Participates in professional development activities and maintains professional affiliations.
- Creates, maintains, copies and files patient encounters, records and other information as needed.
- Maintains strict confidentiality.
- Treats staff, physicians, visitors and patients with dignity and respect.
- Performs other related work as required.

SKILLS AND QUALIFICATIONS:

- Knowledge of medical practice and care.
- Knowledge of examination, diagnostic and treatment room procedures.
- Knowledge of medical equipment and instruments.
- Knowledge of common safety hazards and precautions.
- Ability to assist in a variety of common office procedures.
- Ability to take vital signs if applicable.
- Ability to develop and maintain clinical quality assurance.
- Skills in identifying and resolving problems.
- Ability to maintain records and record test results.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to use good reasoning and judgment and react calmly in emergency situations.
- Ability to establish and maintain effective working relationships with patients, medical staff, co-workers and the public.
- Ability to read, write and communicate effectively orally and in writing.
- Knowledge of basic arithmetic and medical terminology.
- Proficiency in the operation of a computer keyboard.

LICENSURE:

- Current licensure as a Registered Nurse (RN) in the state of Georgia required.

EDUCATION:

- Diploma
- Graduate of an accredited school of professional nursing required.

EXPERIENCE:

- No experience required
- Once year of medical experience in a physician's office preferred

PHYSICAL ABILITIES:

- Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch.
- Have full range of body motion, including handling and lifting of patients.
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, photocopier, telephone, calculator and medical equipment.
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Occasionally lift and carry up to 20 pounds.
- Relocate to other jobs or office locations.
- Maintain professional certification if applicable.
- Must have a valid driver's license and good driving record.

WORK ENVIRONMENT:

The work of this position is performed in an environmentally controlled office environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public on a regular basis.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.