R N OBGYN Triage and Procedures

**Job Responsibilities:**

Conducts in clinic and phone triage of patients including urgent/emergent walk-ins; makes recommendations for care utilizing approved standing orders and protocols. Schedules patients for surgical procedures and/or on provider schedules. Monitors and assists in procedures involving conscious sedation, complex surgeries or independent nurse visits. Uses critical thinking to follow physician approved protocols for prescription refills, medication titration and home treatment; utilizes appropriate physician consultation to work within the scope of practice. Assists patients with scheduling acute or routine appointments, educates patients regarding abnormal test results and/or medical conditions, and explains medical terms and procedures. Demonstrates independent critical thinking with the ability to multi-task in various departments including: urgent situations, conscious sedation, giving work direction, and prioritizing work.

**Qualifications:**

Completion of an accredited nursing program, current Minnesota AND Wisconsin RN license* & CPR certification; Minimum equivalent of two years recent nursing experience in ambulatory care or equivalent one year recent experience in an acute care setting; excellent verbal & written communication & customer service skills; demonstrate independent critical thinking with the ability to multi-talk in various departments including: urgent situations, conscious sedation, giving work direction and prioritizing work; understanding of patient education needs and able to effectively share information with patients, family members and clinic staff as needed. Knowledge of basic computer applications. Experience with EPIC preferred.

*Current Wisconsin and Minnesota licensure and/or Border State Registration are required on the first day of employment. Licensure will be verified with the Minnesota Board of Nursing and the Wisconsin Department of Safety and Professional Services.