

**Job Description – Carmel Pediatrics, LLC**

**Position:** Registered Nurse (RN)

**Employee Type:** Hourly

**Days:** Monday, Tuesday, Wednesday

**Reports to:** Director of Operations



**Summary**

The Registered Nurse (RN) – PRN functions as a member of a busy physician practice team in a pediatrics primary care office. This is a multi-faceted role, and the ideal candidate will be an enthusiastic, ability to problem solve, self-starter with superior communication and organization skills, excellent team skills, and is accountable. The role requires the ability to plan ahead, to anticipate patient care needs, and to multi-task when giving care to our patients.

**Basic Day-to Day Duties**

- Answer and make triage phone calls to/from patients and parents with acute wellness concerns
- Contact patients and parents with lab and test results
- Provide patient education
- Schedule tests, procedures (lab, x-ray, etc), and referral appointments, and completing appropriate documentation
- Coordinate patient care
- Communicate with patients and parents to schedule and cancel office appointments
- Assist physician in completing patient medical and health forms
- Assist the physicians in running the office clinic
- Put patients in rooms
- Assess for acute illness or wellness during appointments
- Answer patient/parent questions and address concerns
- Assist with office procedures, such as strep screens, flu tests, etc.
- Obtain patient weight, height, and plot on a graph in chart
- Occasional urinary catheterizations
- Administer vaccines and update vaccination records
- Phone or fax RXs as directed by the physician

**Practical Knowledge**

- The RN must have a strong working knowledge of growth and development from birth through young adult
- A background in vaccine administration preferred
- The candidate must be willing to learn and update current knowledge base as needed
- Must be able to handle a fast-paced and busy environment

**Education**

- RN – Associate degree

- BSN – Bachelors degree in nursing preferred

**Licensing & Certifications**

- Licensed Registered Nurse in Indiana, active license required
- AHA BLS required
- TB from American Lung Association would be helpful
- CPR and First Aid certified and active