

Over view of Responsibilities for Patient Care RN:

DAILY tasks:

- Nurse visits ie dressing changes etc...
- Walk-in/Emergency visits
- Patient cases
- Phone triage
- ER Transition of Care Calls
- Daily lunch coverage for Clinical Care Coordinator
- Covid 19 testing/clinics (as needed)
- MA coverage (as needed)
- Proton Mail access
- PROVIDER SUPPORT
- Order medical supplies for medical floor (at a later date).

Portal Management:

- Back up for Fonemed portal
- LHI: print appointment reminders and assist with trouble shooting as necessary.
- Impact: Learn how to input and extract data.
- Policy Tech: Review policies as required

Be the Point of Contact for:

- Washington County Community College
- Eastport Memorial Nursing Home
- Eastport Residential Care Facility
- Dialysis Center

MONTHLY tasks:

- Report findings of New/Deceased patients
- ER Transition of Care Calls (to Kaloua).

Meetings (include but are not limited to):

- Afternoon Medical Staff Huddle
- PCMH meeting
- CCPM meeting
- CCM meeting
- Risk Management meeting

- All staff meeting (twice yearly)
- Diabetes Advisory Committee

Misc:

- Monitor BLS Certifications for all EHC staff and coordinate recert class with instructors.
- Infection Prevention Program
- N95 Respirator Fit testing: Test staff when required and keep log and paperwork
- Drug Rep/Sample Meds-when Drug reps come in, meet briefly with them to facilitate getting samples.
- Office/Lab closure notices-At a later date.
- Order flu vaccines (annually)

Schedules:

- Keep EMNH patient list up to date.
- After hours on call provider (annually)

YEARLY:

- Review and revise policies for Medical, infection control, lab and standing orders.
- Ensure valid annual certification for the lab and the autoclave. Ensure valid calibration for the audiometer.
- Clinical site Manager for MA students (just complete paperwork for this).