

**RHODE ISLAND MEDICAL IMAGING
POSITION DESCRIPTION**

POSITION TITLE: Clinical Nurse Manager

**DATE: March 1, 2010
REVISED: January 2011**

DEPARTMENT: RIVI/PASC

FLSA: Non-Exempt

SUMMARY:

Reports to the Practice Manager and directs patient care in the RIVI PASC. This facility includes an interventional radiology pre-operative area, two procedure rooms and a recovery room. Prepares and maintains related documentation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Participates as a team member in support of the total peri-operative process

Organizes nursing activities, time, equipment, supplies and personnel to provide effective and efficient case management. Supervises and directs patient care in the RIVI facility. Delegates activities appropriate to the abilities of available staff members.

Uses resources appropriately and avoids wasteful practices. Considers cost containment by using supplies economically and in achieving effective room turnover time. Assists with supply, drug and equipment inventories to maintain stock level and availability.

Identifies the patient and correct surgical intervention according to policy/procedure and communicates such information to all members of the surgical team. Reviews patients' medical records/needs to plan care with other healthcare team members. Maintains patients' privacy and dignity, provides comfort and reassurance, explains procedures and care.

Prepares facility according to requirements of patient/procedure to be performed. Assembles and provides properly functioning equipment, supplies and instruments before start of procedure and positions and adjusts equipment as required during the procedure.

Anticipates needs of the surgical team by supporting patient during all phases of the medical procedure. Assists with the proper and safe positioning of the patient and prepares operative site as directed by established procedures. Monitors compliance with principles of aseptic technique according to accepted standards.

Assists with identification and confirmation of operative site. Provides for comfort in the physical environment by monitoring designated parameters.

Follows policy for receipt, administration and documentation of controlled substances.

Provides continuity of patient care by communicating with other peri-operative care personnel and documenting records accordingly. Responds in a timely manner to meet the needs of the patient and physician.

Accurately comprehends and interprets verbal orders/directions. Documents patient care records and other forms accurately following policies and procedures. Accurately advises others responsible for care of the patient about patient's status.

Develops, coordinates and maintains a staffing plan. Assures that the site is appropriately covered at all times.

In conjunction with senior management and Human Resources, interviews, hires, orients, schedules, appraises and when necessary, disciplines and discharges clinical and support staff. Provides ongoing training and education. Keeps abreast of requirements and changes and communicates such to staff.

Maintain proper dress according to the Personal Standards Policy and wear ID badge at all times.

BASIC KNOWLEDGE:

Conceptual ability to determine means of providing requested studies based on the specifics of each case.

Interpersonal skills to interact effectively with patients who may be under physical and/or emotional stress, referring physicians and staff, the radiologist, fellow employees, suppliers and service representatives and any and all others who they come in contact with during the course of the business day.

Analytical skills to compile and interpret data.

Demonstrated knowledge and skill necessary to provide proper patient care.

Demonstrated knowledge and skills to perform exams as outlined by governing bodies and RIMI protocol.

EDUCATION:

Graduate of an accredited school of Nursing

Valid RI license

CPR and BLS certification

EXPERIENCE:

Three plus years of experience as an RN, with proven leadership abilities. Ambulatory Surgical Center experience required. Interventional radiology, OR or recovery room experience preferred.

APPROVED BY: _____
Executive Director

DATE: _____

APPROVED BY: _____
Clinical Practice Manager

DATE: _____

APPROVED BY: _____
Human Resources Director

DATE: _____