

**Position Title:** Medical Office RN  
**Department:** Physician Office Practice  
**Pay Rate:** Depends on experience

**Job Summary:**

Responsible for direct and indirect care of patients during assigned work period. The nurse assesses patients, assists the physician in examining the patient, plans, implements and evaluates care according to approved policies and procedures.

**Essential Job Functions:**

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Assesses the patient and family needs, collecting health status data and identifying patient problems. Plans patient care and establishes the desired outcomes of care for the patient. Implements the plan of care whether through direct or delegated care. Evaluates the care delivered to the patient, determining to what extent the desired outcomes have been achieved. Demonstrates effective skills and professional responsibility and accountability in communication with other members of the health care team. Is responsible and accountable for maintaining quality through the professional practice of nursing Is accountable for maintaining and improving own professional nursing knowledge and skills.

**Education and formal training:**

Graduate of an accredited school of nursing. Must maintain a current North Carolina Nursing License and a current BCLS certification.

**Work Experience:**

One-year preferred.

**Knowledge, skills, and abilities required:**

Demonstrates the ability to interact effectively with patients, families and others. Demonstrates an attitude of cooperativeness and team spirit. Provides evidence of professional values and ethics.

**Physical Requirements:**

Meets employee health requirements of Caldwell Memorial Hospital and registered nurse health requirements of the North Carolina Board of Nursing. Must be able to stand and walk for long periods of time in order to provide patient care. Must be able to turn and position patients. Must be physically able to perform CPR. Must have visual acuity to assess patients, transcribe physician orders and read small typing. Must be able to hear conversation level and be able to communicate with physicians and other health professionals by telephone. Must have manual dexterity adequate to establish IV infusion sites, manipulate tubing, solutions and other patient equipment or supplies. Must be able to lift at least 75 lbs.