



## **Reach Registered Nurse Job Description**

**Position Title:** Registered Nurse

**Position Goal:**

Registered nurses (RN) at Reach Medical, PLLC work to ensure that all patients and their family receive the highest quality health care. The practice aims to consistently meet the goals of creating a productive, professional and friendly work environment for staff and clinical providers.

**Role:**

On a daily basis, the primary duties of the RN at Reach Medical will be to carry out all nursing clinical and administrative tasks required to ensure great patient care occurs without stigma in our Low Threshold Harm Reduction medical practice. At Reach Medical, the RN, will have much autonomy in terms of several of the Harm Reduction Programs including Opioid Replacement Therapy, PrEP, PEP and Hep C, the RN will therefore need to gain extensive knowledge in these areas of patient care.

The RN will be responsible along with all other staff to be sure patients are scheduled for the appropriate visit type. The RN will ensure that the rooms are stocked and ready for patients to be seen. The RN will make sure patients are triaged, and roomed and will make sure patient intakes have been done appropriately. The RN will ensure that Medical Provider sees the patient in a timely manner and will also ensure that the discharge of the patient from the visit is done appropriately.

**Responsibilities:**

- Understand and be cross-trained in all nursing clinical and some non-clinical aspects of the practice

- Practice within Health Care Regulations and Reach Medical Policies and Procedures
- Work Schedule
  - Be available for day time hours and or evening and weekend hours
  - Be available answer an on call phone at agreed upon times if an when Reach Medical puts an on call system in for off hours.
- Ensure all prior authorizations are done in a timely manner
- Use only Athena Texting in order to communicate about prescriptions or other private patient information.
- Patient Schedule
  - Help ensure that patients are scheduled for the appropriate appointments.
  - Help ensure that walk- ins are seen in a timely manner
- Triage
  - Ensure that triage is done appropriately with vital signs and the appropriate screenings of each patient
- Opioid Replacement Therapy
  - Ensure that the Patient Monitoring Program has been checked for all ORT prescriptions
  - Establish and monitor each Medical Provider's ORT list to be sure the number of patients does not exceed DEA regulations
  - Ensure all patient intakes are done appropriately
  - Ensure COW scores are done appropriately
  - Recommend and work with Medical Providers to find the appropriate dose of ORT for patient
- Hepatitis C Treatment, PReP, and PEP
  - Become familiar with the practice protocols for these medications
  - Be able to communicate the value of these medications to patients in a non- stigmatizing judgemental way
- Medical Providers
  - Be able to work with contracted medical providers who will be working 4 hours shifts

**Qualifications:**

- Extensive understanding of Harm Reduction and Low Threshold Care
- 3-5 years of experience in Health Care
- Licensed as a Registered Nurse in the state of New York

- Must possess strong intrapersonal skills with a commitment to provide respectful, culturally-competent communication to fit the context of our target population.
- Ability/willingness to learn Athena the Electronic Medical Record
- Ability to work evenings and weekends as required.
- Exceptional communication skills and organization skills in, including the ability to develop and implement meetings, events, action plans and project/programs.

**Benefits:**

- The position offers a competitive salary and benefits