



Registered Nurse I

Job Title: Registered Nurse I

FLSA Classification: Non-Exempt

Department: Clinic

Supervisor: Clinical Supervisor

Job Summary

Under the supervision of the Center Manager for administrative functions and under the supervision of the Primary Care Physician (PCP), the clinic nurse is a Registered Nurse responsible for assessing, coordinating, monitoring, and providing health care services and treatment for Fresno PACE participants. The position manages day-to-day clinic operations and ensures provision of high-quality care, including coordination with the primary care team.

Essential Job Functions

- Participate as a member of the interdisciplinary team (IDT), including completion of initial medical history, physical exam, and functional nursing assessments of each new participant and semi-annual, annual, and unscheduled assessments; communicate changes in participant health or functional status to the interdisciplinary team members, and participate in development of the plan of care and coordination for 24-hour care delivery.
- Involved in the development and implementation of QAPI activities; evaluate overall effectiveness of the center, implementing change and quality improvement as needed.
- Facilitate integration of new participants into the Fresno PACE care delivery system, including medication, immunizations, routine monitoring of chronic problems, and nursing care plan development.
- Manage day-to-day clinic operations, including staffing, scheduling, clinic staff supervision, and quality oversight.
- Assist center manager and PCP in hiring clinic staff and is responsible for supervision of clinic staff, including orientation, competency assessment, training, development, and performance appraisal.
- Coordinate participant care with outside contracted service providers, including hospitals, nursing facilities, assisted living facilities, lab, oxygen, etc.



- Communicate with weekend and after-hours on-call staff, following up on issues as necessary.
- Review participant medical records to ensure timely and accurate clinic staff documentation.
- Supervise clinic staff's administration of prescribed medications and treatments in accordance with nursing standards.
- Act as liaison with primary care provider in the event of an episodic illness; assist in coordinating services provided by primary care provider.
- Provide health education and counseling to participants and caregivers experiencing chronic conditions and end-of-life issues.
- Ensure that all clinic areas are stocked with necessary supplies and materials and that all emergency equipment is available and in working order.
- Maintain confidentiality of participant information.

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures and OSHA safety guidelines.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle.

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variable working conditions (center, hospital, nursing facility, participant home, or elsewhere when on call).
- Some undesirable conditions at center may include exposure to odors, fumes, infections, dust, and dirt, which may be objectionable.
- Local car travel frequently necessary; out-of-town travel is minimal.
- While performing the duties of this job, the employee is regularly required to sit and talk, hear, and to stand and walk.

Experience

- Minimum of three (3) years of health care experience with emphasis in geriatrics.
- Minimum of one (1) year of documented experience working with a frail or elderly population.



Knowledge, Skills, and Abilities

- Broad knowledge base of physical, mental, and social needs of the frail elderly population.
- Knowledge of medical equipment and instruments.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Possess management and leadership skills.
- Experienced in physical assessment and triaging.
- Skilled in identifying problems and recommending solutions.
- Able to effectively prepare and maintain records, write reports, and respond to correspondence.
- Experienced in development and maintenance of department quality assurance.
- Ability to react calmly and effectively in emergency situations.
- Able to establish and maintain effective working relationships with participants, medical staff, staff members, and family caregivers in a pleasant, patient, and professional manner.
- Well organized, dependable, flexible, and resourceful.
- Effective oral and written communication skills.
- Computer skills required.

Education and Certification

- Graduate of accredited nursing program
- Current California registered nurses license
- CPR certification
- BSN preferred
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position.



This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.