

**Job Title:** Office Nurse

**Reports to:** Clinical Supervisor

**Job Description:**

**Preferred Skills:** Exceptional customer service, highly motivated, and able to work in a fast pace environment.

**Purpose:**

To coordinate and monitor care of patients in the assigned clinical area.

This position also has compliance accountability and/or responsibility for Urology Associate's policies and procedures, the Principles of Responsibility, accreditation standards (if applicable), and applicable federal, state, and local laws and regulations, as well as, proper use of Urology Associate's Personal Computer (PC) and applications.

• **Responsibilities:**

- Assist physicians with patient flow in clinic.
- Set up lab, procedure and examination rooms daily.
- Collect, log, use microscope and spin urines.
- Prepare urine for cultures and cytology.
- Keep patient rooms stocked with supplies and medication samples.
- Autoclave all necessary instruments.
- Keep logs of all tests ordered.
- Run lab controls daily.
- Print lab orders.
- Distribute lab results, reports, etc. to appropriate physicians.
- Set-up, assist and clean up for procedures:
  - Cystoscopes                      Hydrocele aspiration
  - Stent Removal                      Flow Rates/PVR
  - Vasectomies                      BCG, Intron A
  - Fulguration                      Cath insertion/removal
- Clean and disinfect lab and exam rooms.
- Use of proper grammar and appropriate language with all communication.
- Assist the Clinical Supervisor, Practice Administrator and Physician's with the orderly business operation as necessary, including but not limited to assisting other employees as directed.
- Answer phones in a timely manner, using appropriate telephone etiquette.
- Conduct business in a professional manner at all times, treating patients and coworkers with respect and dignity: mindful to avoid the use of inappropriate language and behavior.

- Provides ongoing assurance of functional emergency equipment and adequate emergency drug supplies. Responds to emergency situations throughout medical facility. Documents emergency situation to supervisor.
- Coordinates, implements, and evaluates patient teaching plans for areas of prostate cancer, kidney stones, BPH, infertility, and other areas as designated.
- Triage walk-in patients as needed or assigned.  
Acts as a resource person to MA's LPNs, Research Co-ordinators and Clinic Assistants.
- Acts as patient advocate and resolves patient problems. Brings unresolved issues to Clinical Coordinator's attention.
- Performs other related duties as directed.

**Physical Requirements:**

- Lift, push and pull patients
- Perform simple motor skills and manipulative skills such as standing, walking, writing and use of various pieces of office equipment
- Perform gross body coordination such as walking, stooping, and standing while performing tasks, carrying and lifting objects
- Requires standing or bending over equipment for long periods of time
- Requires ability to see objects closely to allow for reading of instruments, physician orders and computer screens
- Requires ability to use depth perception, judge distance, size, color and shape of an object
- Requires ability to hear normal sounds with background noise as in answering phone, intercom, equipment sounds and alarms
- Requires ability to process great amounts of information, apply strong problem solving skills, exercise good judgment, concentrate on details with interruptions and deal with a variety of abstract/concrete variables

**Travel Requirements:**

Requires some travel between clinics.

**Minimum Requirement - Relevant Years of Experience:**

A least one-year of current experience in private practice or ambulatory setting is required.

Proficiency in the use of applicable computer software.

**Minimum Requirement - Education and/or Classes:**

Graduation from an accredited school of nursing with an ADN, BSN.

**Minimum Requirement - License, Certification and/or Designation:**

Current RN license in appropriate jurisdiction is required.

Current CPR certification is required

I have read and understand my job description.

\_\_\_\_\_  
Office Nurse Signature      Date

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Supervisors Signature    Date