JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Registered Nurse

Job Code: 7070

Salary Grade: C07

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs professional nursing duties such as physician assistance, sample collection, information gathering, patient follow-up, data collection, medication administration, collaboration, patient education, emergency response, patient preparation, and sedation.

- Assists physician during the examination of the patient. Prepares patient for the examination and ensures all information is available to the physician.
- Collects samples from patients to include but not limited to blood, urine, etc. Prepares samples for analysis or shipment
- Takes and records various readings to include but not limited to heart and respiratory rate, blood pressure, weight, and body temperature.
- Follows up with patient appointments. Answers routine questions from patients, family, or caregiver.
- Collects all laboratory reports, data, and records.
- Under direction of physician or other medical personnel, administers medication to patients, EKGs, audiograms, pulmonary testing, vision testing, ear lavage, cauterization, wound care, and IV fluids as ordered. Works with providers to coordinate treatment plans and patient care.
- Collaborates with other healthcare professionals to provide efficient quality patient care.
- Provides educational information to patients, family, or caregiver.
- Responds to and intervenes in emergency situations to include but not limited to anaphylaxis, hypoglycemia, hypotension, hemorrhage, respiratory distress, etc.
- Directs and evaluates the work of personnel to include but not limited to Clinic Clerks, Medical Assistants, and other Nurses. Acts as a lead employee when work performed requires little or no direct supervision.
- Assists with conscious sedation of patients.
- Maintains procedures concerning quality assurance, security of controlled substances and disposal of hazardous waste and drugs.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree or Associate's Degree in Nursing.

Experience:

Required: No experience

Required Certifications or Licenses:

- State of Oklahoma Registered Nurse Licensure or the ability to obtain the licensure within 90 days of employment in the position.
- Basic Life Support (BLS) certification.
- Cardiopulmonary Resuscitation (CPR) certification.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of techniques needed to diagnose and treat illness or injury elated issues, to includes but not limited to treatment alternatives, drug properties and interactions, and preventive health care measures.
- Advanced knowledge of (Health Insurance Portability and Accountability Act (HIPAA).
- Ability to give full attention to what is being said and understand the points being made. Ability to ask questions when appropriate.
- Excellent verbal and written communication skills
- Ability to deal with staff, physicians, visitors, vendors, and patients in a tactful, diplomatic, and pleasant manner.
- Ability to work in stressful situations and meet deadlines.
- Ability to work independently and as a team member.
- Basic math and computer skills.

- Detail oriented for accuracy of data and information.
- Well organized and ability to handle multiple projects and deadlines.
- Ability to build and maintain rapport with students, faculty, staff, and providers.
- Ability to solve problems.

Working Conditions

Physical:

Standing for prolonged periods. Regular bending, stooping, reaching, pulling, and pushing.

Environmental:

Frequent exposure to odors and exposure to human blood, blood products, bodily fluids and potential exposure to infections or diseases.

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