



An Affiliate of
MERCYONE



504 N. Cleveland St, Mt. Ayr, IA 50854

E-mail: hr@rchmtayr.org

Phone: (641) 464-3226

Registered Nurse, Visiting Physician and Outpatient Clinic

Position: Full Time, Non-Exempt

[APPLY NOW](#)

At Ringgold County Hospital we are dedicated to providing exceptional healthcare services to our community. Our team is composed of skilled professionals who are passionate about patient care and committed to excellence. We are currently seeking a compassionate and experienced Registered Nurse to join our outpatient and clinic team, specializing in surgery clinic support and infusion services.

Brief Description of Job:

As a Registered Nurse in our outpatient and clinic setting, you will play a vital role in delivering high-quality patient care. You will work closely with our surgery clinic and infusion teams to ensure the best outcomes for our patients.

Essential Functions:

- Handles all telephone traffic both into and out of the department.
- Schedule all clinics and clinic procedures.
- Prepares charts for all clinics and clinic procedures.
- Ensures all clinical information, test results, etc., available prior to all patient visits.
- Completes and updates patient information with each patient visit.
- Obtains vital signs on patients as needed.
- Coordinates the nursing care of the clinic patient. Including pre-procedure assessment and implementation of plan of care, assisting physician with evaluation, treatment or procedures, assessment of patient post-procedure, education of patient and family and coordination of follow-up care.
- Tracks all patient visits and initiates billing process as needed.
- Maintains Medical Records as needed.
- Operates various office machines.
- Maintains patient care supplies and equipment within the unit.
- Administers Nailcare safely, following established protocols and physician referral. Review referrals for appropriate diagnoses.
- Performs documentation within the department and in the patient record accurately, concisely and in a timely manner.
- Participates in patient and family educational needs and instruction.
- Supervises patient care as delivered by LPN or nursing assistant.
- Works independently with limited direct supervision using the Nurse Practice Act, Ringgold County Hospital policies, nursing standards of care and professional judgment.
- Participates in problem solving and making improvements within the unit with co-workers and unit Patient Care Manager, while promoting a cooperative atmosphere within the department.
- Assumes responsibility for knowledge of and adherence to hospital policies and nursing standards. Demonstrates an awareness of responsibility and accountability for own nursing practice.
- Maintains confidentiality of patient, personnel and institutional information.
- Participates with staff orientation/education for co-workers, students and other healthcare members as directed.

To ensure compliance with our company policies and regulatory requirements. Successful completion of a drug and alcohol screen is a mandatory condition of employment.

Ringgold County Hospital is an Equal Opportunity Employer.



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- Complete prior authorizations.
- Performs special needs as assigned by Physicians and VPC Manager.
- Assists with Surgery Clinic as needed.
- Coordinates the pre-operative appointments of the surgical patient.
- Assist in other departments within scope of practice and training as needed.

Educational/Experience Requirements:

Graduate from an accredited school of nursing.

Current licensure as a Registered Nurse in the State of Iowa

BCLS and ACLS certification.

Completes assigned CEU projects and courses.

Understands HIPAA regulations and privacy of patient and employee information.

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