



Ravenswood Family Health Center
Bilingual Registered Nurse—Family Practice

SUMMARY:

Under general supervision the primary function of the Bilingual Spanish/English Family Practice RN is to utilize the nursing process to provide direct and indirect support to the clinician in the delivery of patient care or to provide direct patient care. S/he accurately administers medications and immunizations as well as providing patient education and overseeing the provision of education by MAs on the clinical team. S/he performs independent triage and communicates with the clinician regarding actions taken. RNs are expected to demonstrate critical thinking skills, leadership and appropriate role modeling.

JOB DUTIES AND RESPONSIBILITIES

To be conducted in accordance with RFHC Policies and Procedures

- Utilizes the nursing process (assessment, planning, intervention and evaluation) in patient care and daily activities.
- Administers injections and diagnostic test/referrals for patients as ordered, including immunizations, completing lab and x-ray requisitions and other services ordered by the clinician.
- Performs diagnostic and laboratory tests including but not limited to EKGs, O2 sat, breathing treatments, vision testing, hearing exams, etc.
- Provides direct patient education and supervises the provision of patient education by MAs.
- Performs independent telephone or face to face triage using triage protocols.
- Prepares the patient and assists the clinician with exams and procedures when needed.
- Documents all immunizations according to standards into the immunization registry.
- Performs age appropriate screening as needed or as directed by clinician.
- Assures efficient patient flow by ongoing assessment of clinician schedule, and working with other staff to minimize patient waiting time.
- Participates in the quality improvement process as requested or assigned.
- Fosters an environment that promotes trust and cooperation among all staff.
- Maintains confidentiality of all patient and employee information to all except the Clinic Nurse Manager or other designated employees.
- Attends all RFHC mandatory meetings and other meetings as requested.
- Promotes courteous and professional behavior in all interactions with the public and the staff.
- Other duties as assigned and requested.

QUALIFICATIONS

- Graduate of an accredited RN program and minimum two years RN/Family Practice experience required.
- Current California RN license and good standing with the Board of Registered Nurses required.
- Bilingual Spanish/English required
- CPR Certification required, BLS certification preferred
- Experience in a community clinic strongly preferred
- Experience with health education is a plus
- Computer literate in a Windows environment
- Ability to memorize, retain and recall pertinent skills and information

To Apply:

please submit **cover letter, resume and three samples of relevant or related work** to:
Resumes@Ravenswoodfhc.org or mail/fax to
FAX: 650.321.8576

Thank you for your time and consideration—we look forward to learning more about you! RFHC is an Equal Opportunity Employer