



## JOB DESCRIPTION

### Nursing Care Manager (LVN/CMA)

**REPORTS TO:** Director of Nursing and Population Health Director

**EDUCATION & EXPERIENCE:** Diploma from an Accredited Program of Nursing, current state license, current CPR certification

#### **SKILLS:**

- Basic understanding of primary care systems
- Teaching and communication skills
- Strong customer service skills
- Ability to navigate health care systems
- General knowledge of chronic health care conditions and needs
- Ability to communicate across disciplines
- Familiarity with coordinating support services for patients
- Excellent written & verbal communications
- Bilingual (English/Spanish) ability is preferred and reflected in compensation

This is a hybrid position that will split time between nursing and care management. Divided duties are detailed as below:

#### **PRIMARY NURSING DUTIES:**

- Assist provider with initial patient assessments, vital signs, medical procedures, implementation and documentation of care
- In conjunction with provider orders, administer medication to patients, including oral, IM, IV, sub-q and intradermal, assessing and documenting effects
- In conjunction with provider orders, provide oral and written education to patients in disease processes, medication, intervention and treatment implementation
- In conjunction with provider orders, perform diagnostic tests for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NST's and bladder scans
- In conjunction with provider orders, perform patient treatments/procedures including venipuncture, nebulization, catheterization, ear lavage, dressing changes, unna boot application, sponging infants
- Comply with all regulations related to confidentiality of patient information
- Assist provider in minor surgery, cast application, flexible sigmoidoscopy, colposcopy, cervical biopsy, EMB, IUD insertion and pap smears
- Assist provider in prescription writing and distribution
- Complete paperwork for ordered diagnostic tests performed outside of center
- Contact patients who did not keep vital recheck appointments
- Schedule appointments for FHC patients with specialists outside of clinic, document the appointment time, address and phone number of the specialist in the medical record.
- Fax needed records to the specialist and document in the medical record when faxed and to what phone number
- Review children's immunization records before provider enters exam room, noting if patient is behind and what immunizations they may need and administer immunizations according to TDH

guidelines and standing provider's orders

- Responsible for all messages in computer in-basket
- Responsible for fax transmissions from outside agencies
- Responsible for documentation of nursing home facsimiles into patient record

#### **PRIMARY CARE MANAGEMENT DUTIES:**

- Implement and support care management for patients with medical and behavioral disorders.
- Coordinate with primary care teams, and collaborate with community partners to address unmet needs for at-risk patients.
- Work within care management team to conduct outreach and care management services as related to ongoing value-based care initiatives
- Provide problem-solving assistance and decision-support to primary care teams implementing care management.
- Communicate with physician and care team members about relevant patient needs or changes

#### **OTHER DUTIES:**

- Obtain copies of hospital records for patients' clinic charts
- Clean and stock exam rooms
- Assist with equipment maintenance and repair
- Locate lab and x-ray reports as needed
- Other duties as assigned by supervisor

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Frequent use of computer
- Extensive standing and walking
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 50 lbs.
- Occasionally working in confined, noisy, dusty areas
- Periodic use of personal transportation
- Understand/carry out simple/detailed, oral/written instructions with retention
- Read and interpret detailed specifications
- Occasionally pushing, pulling and positioning patients up to 200 lbs
- Occasionally pushing, pulling and positioning (with assistance) patients over 200 lbs
- Occasional exposure to electrical, chemical, gaseous and dusty conditions
- Occasional exposure to patients with communicable diseases
- Infrequent use of personal transportation
- Able to respond quickly and calmly in medical emergencies

TO APPLY: Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

3/25/2022