



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

Position Title: Registered Nurse

Reports to: Nurse Manager

FSLA Status: Exempt

Location: Jackson Heights, Queens

Position Summary:

Provides professional nursing care for Apicha Community Health Center patients, adhering to established clinical standards and practices. The purpose of this position is to provide nursing care to patients of all ages, gender, cultures, and background; provide physical and psycho-social support to patients and their significant others; welcome and create an inclusive environment for LGBTQ patients; support and guide members of the clinical team. Participates in the planning and development of the Nursing Department and work collaboratively with medical providers and all other members of the multidisciplinary team in managing care for a population of patients.

Duties and Responsibilities:

- Conducts assessment of patients' physical and psychosocial needs including pain assessment, allergies and objective data such as vital signs/weight/etc.
- Maintains reports of patients' medical histories, monitors changes in their condition and adheres with protocols, rules and regulations to maintain complete medical records.
- Administers prescribed medications, immunizations and treatments, performs lab/diagnostic testing as ordered by providers, reports all critical lab values immediately.
- Evaluates the effectiveness of the care given by interdisciplinary care team and communicates findings to the team.
- Provide basic education information to patients and family, focusing on self-care appropriate to their age and identified learning considerations and needs.
- Order and monitor medications, vaccines and medical supplies.
- Triage urgent patient care requests. (phone, walk-in, portal communication)
- Promotes wellness and healthy behaviors.
- Anticipate and oversee preparation of examination rooms with equipment and supplies required for visits. Assist providers with examination and procedures per request.
- Maintains hygienic and safe working environment in compliance with healthcare standards and procedures. Coordinates Infection Control efforts.
- Remains calm, performs effectively and professionally during peak periods of activity and in emergency situations.
- Conduct initial and annual N95 mask fitting.
- Directs, trains and supervises LPNs and Medical Assistants.
- Assist with population management by identifying patients lacking: preventive health screenings; recommended periodic testing; follow-up appointments (lost to follow-up); treatment or follow-up for actionable test results.

- Act in a professional manner, reflecting the mission of Apicha Community Health Center demonstrating compliance with all policy, procedures and federal/state regulations as outlined in the Employee Handbook.
- Demonstrate ongoing nurse competency; including cultural competence and special consideration for LGBTQ people across the age continuum.
- Implement procedures to improve the quality of service and maintain patient flow efficiency.
- Supervision of phlebotomy room and medical assistant on site
- Obtain medication prior authorization when applicable.
- Assures quality of care by developing and interpreting Apicha philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
- Participate in performance improvement activities and supports strategies for improved operations and the provision of excellent patient care.
- Adhere to patient confidentiality and Apicha corporate compliance policy.
- Evaluate the performance of team members as requested for performance appraisals.
- Provide seminars and in-house trainings on addressing patient health care concerns, infection prevention and teaching family caregiver's strategies on how to manage their loved ones' conditions.
- Maintain nursing competence through participation in continuous professional education and the appropriate learning experience.
- Other duties as assigned by supervisor.

Physical Demands

Requires full range of body motion and hand-eye coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing within normal range. Requires working under stressful conditions and/or working irregular hours. Requires exposure to communicable disease or body fluids and other conditions common to a community health center environment. Ability to work both independently and cooperatively in a team relationship to meet the objectives of the department.

Qualifications:

- Must have a minimum education of an Associate's Degree in Nursing required
- Must be a graduate of an accredited school of nursing with at least one year of professional nursing experience in a clinic setting.
- Spanish speaking preferred
- Must have a current Registered Nurse License in New York State.
- Must have the ability to effectively communicate both in writing and orally.
- Must have at least one year (1) Pediatric experience
- Computer literate.