



Registered Nurse – Full Time

Date: 10/3/24

Location: Cardiology – Silver Lake

Job Summary

The RN position is part of a two nurse team that works together to support our patients and our physicians in our outpatient Cardiology clinic. No evenings, weekends, holidays or on call.

Triaging roles and responsibilities include, but are not limited to:

- effectively triaging phone calls in a timely manner
- ability to effectively communicate with patients (results, refills, instructions, etc.)
- ability to effectively communicate medication changes with patients
- ability to correctly evaluate and process labs in a timely manner
- ability to effectively communicate with coworkers and physicians to work as a collaborative and cohesive team, and
- ability to write a succinct and effective triage note to providers.

Must be able to: work in collaboration with other health care professionals; anticipate patient and physician/provider needs; work effectively in a fast paced, changing environment; work in high volume and high pressure situations while maintaining a caring and understanding attitude with patients and clinic personnel; have strong organizations skills, ability to plan and prioritize work; take initiative, solve problems and make decisions.

PRIMARY JOB RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- **Phone Nursing**, *includes but is not limited to:*
 - Incoming patient calls with clinical questions and concerns in regard to Cardiac care
 - Outgoing follow up patient calls to notify them of results and provide patient medical education
 - Communication with other Providers, Nursing homes and pharmacies.
- **Patient Communication**, *includes but is not limited to:*
 - Triages patient/visitor/employee questions, requests, complaints, and compliments.
 - Demonstrates appropriate discretion and judgment when handling sensitive and confidential information.
- **Medication Management**: *includes but is not limited to*
 - Fielding, understanding and resolving patient questions and concerns about medications.
 - Triaging to physician or other provider as necessary. Critical thinking required.
- **Nurse Office Visits**: *includes but is not limited to*

- In office patient visits and blood pressure checks for patients who need a medication changes or similar.
- Verifying blood pressure logs
- Process nursing related paperwork
- Wound checks
- Injections training
- **Studies:** *includes but is not limited to*
 - EKGs, Treadmill testing (NUC and ETT)
 - IV starts
- **Maintain certifications** in BLS & ACLS

QUALIFICATIONS/SPECIAL CHARACTERISTICS/REQUIREMENTS

Education Background

- High school diploma or GED equivalent.
- Formal Nursing education or Nursing program

Licensure, Registration, Certification

- State of Washington, Registered Nurse Licensure (Current)
- BLS, ACLS (Required)

Work Experience

- Two years' experience in a health care setting required, Cardiology experience preferred.
- EMR systems: 1 year (Preferred)

Special Training/Skills

- Microsoft application skills: Word, Excel and Outlook.
- Data entry skills required.
- Excellent customer service skills.
- Excellent organizational skills, high attention to detail and accuracy.
- Knowledge of medical terminology.
- Knowledge of Cardiac medications, diagnosis and procedures
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Physical Abilities

Ability to sit for up to four hours at a time or for majority of the shift. Able to operate a computer. Safely maneuver patients and supplies.

Physical Demand Level: Low

In an 8-hour workday, must be able to-

- Lift / Carry
- 10 to 25 pounds occasionally
- up to 5 pounds constantly

As required, must be able to-

- Sit, Stand, Walk, Kneel, Squat, Reach above shoulders
- Push and Pull (Seldomly)
- Perform fine motor functions
- Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

NOTES

- The job description is representative of work performed by this position and is not intended to be all inclusive. Employees may be expected to perform other duties that are related, similar, or a logical extension, as assigned.
- All employees are expected to meet organizational expectations.
- Some positions also have “skill and competency checklists”, available from the manager, which define tasks and performance levels in more detail.
- Must be able to provide proof of legal authorization to work in the United States.

Why Work at WWMG?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Medical, Dental, Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Full time. 8 hour shifts, Monday – Friday. No evenings, weekends, holidays or on call.

Salary: \$40.00 - \$49.00 per/hour, depending on experience, skill set, and education.

To Apply: Please send resume to: cardiomanager@wwmedgroup.com.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.