

## **STAFF NURSE**

Under the direction of the Charge Nurse, the Staff Nurse provides ambulatory care services to patients in all age groups, working with primary care and specialty physicians to assess and treat patient conditions and provide preventive services. The Staff Nurse is assisted by medical assistants and station clerks.

### **Responsibilities:**

- Assesses unscheduled patients who present for treatment
- Checks in scheduled patients and preparing patients for examination by taking vital signs, weight, height in some cases, history of complaints, and ordering preliminary work to be done prior to unscheduled visits.
- Ensures that physician's previous and current orders are carried out.
- Obtains hospital results when necessary.
- Assists the physician as necessary with general examination, pelvic exams, ear irrigation, suture removal, preparing specimens for lab, throat cultures etc.
- Assists and prepares patients for minor surgery, proctoscopy, cystoscopy, and other procedures.
- Follows up with abnormal test results to ensure physician intervention.
- Ensures all documentation guidelines are met within the EMR.
- Maintains daily schedules and makes appointments when necessary
- Administers injections, immunizations and performs venipuncture.
- Provides patient education regarding health maintenance and disease management
- Various other duties as assigned.

### **Qualifications:**

- Illinois RN or LPN Licensure
- CPR certification
- Ability to stoop, bend, lift, and stand for long periods of time.
- Ability to work cooperatively with a team of professionals and communicate professionally
- Spanish or Polish speaking preferred.
- Able to work on Monday through Saturday, 8AM to 5:30P , (until 8PM on Tuesday and Thursdays)

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

All interested applicants should send their resume to [hr@unionhealth.org](mailto:hr@unionhealth.org) or fax to the HR Department at 312-423-4326. Applications with no cover letter will not be accepted.