



Clinical Nurse

Summary:

Interviews patients to gather and document information to identify specific patient needs; prepares lab orders and specimens, performs testing on labs as necessary, conduct inventory and stock rooms with supplies as needed, adapts quickly to changes in schedules or daily routines, and maintains positive relationships with staff members and physicians.

Essential Duties and Responsibilities:

- Document all information in chart in an accurate, legible, neat manner.
- Use interviewing techniques to gather patient history and physical assessment skills to identify physical, psychosocial and teaching needs of the patient/family and appropriately document findings.
- Prepare appropriate lab request forms accurately, including recording all information on lab forms to ensure proper billing, etc.; prepares specimens for lab pick-up; taking action on abnormal lab results in a timely fashion.
- Maintain good interpersonal relation skills with all office skills, patients and their families; demonstrate willingness to assist co-workers, patients and physicians when needed with other duties; actively promote a harmonious work environment among all personnel.
- Adapts with flexibility to necessary changes in schedule/daily routine, while exhibiting a positive work attitude. Willingly accepts additional responsibilities as needed.
- Provide instructions, information, teaching materials or referral information to patient when required.
- Perform venipuncture, urinalysis, urine HCG, hemocult testing, wet prep, culture and pap slide preparation.
- Accurately enters patients into recall when necessary.
- Keep exam rooms cleaned and stocked; update supply lists and assist with ordering supplies when necessary.
- Maintain and update knowledge through attendance of in-service presentations, continuing education opportunities, seminars etc. as provided through office.
- Communicates with patient, family and staff in a professional manner and at a level that is understandable to the patient.
- Maintains strict patient confidentiality at all times.
- Monitor patient during non-stress testing.
- Follow protocol regarding universal precautions, hand washing, etc., Maintain safe environment for patient and co-workers by adherence to infection control guidelines.

For consideration, click [here](#) to submit résumé with salary requirements or send to:

2296 Opitz Blvd, Suite 440
Woodbridge, VA 22191
Attn: Human Resources

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