



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Population Health & Wellness Nurse **REQUISITION:** #1281

**LOCATION:** Enoch (outer clinics on occasion/as needed)

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**Posting Date:** 12/20/24

**Expiration Date:** open until filled

**Department:** Quality

**Salary Range:** dep on experience & ed.

**Reports To:** QI Manager

**Status:** Non-Exempt

**Position Hours:** Monday – Friday, 8:00am-5:00pm w/required lunch break

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**POSITION SUMMARY:** The Population Health & Wellness Nurse (PHWN) works as part of the clinic provider team and assists the physicians and mid-level practitioners to conduct population health and wellness visits. The PHWN is responsible for contacting and scheduling then conducting Medicare Annual Wellness Visits (AWVs), Initial Preventative Physical Exams (IPPEs) and EPSDTs that are compliant with CMS regulations. The PHWN holds a Basic Life Support Certificate and may hold additional advanced certificates in related modalities, such as ACLS, PALS, etc. The PHWN provides limited direct patient services and performs specifically designated independent procedures under the direct supervision of a provider. The PHWN also serves as a care manager for specified populations and patients to improve health outcomes and close any gaps in care.

**ESSENTIAL DUTIES/RESPONSIBILITIES:** (NOTE: Some duties and responsibilities will require documented training and supervision prior to being allowed to perform independently. This will be completed and documented by the Nursing Manager, Medical Director, and/or the provider involved.)

1. Assures comfort and prompt attention to all patients
2. Prepares the patient for visit by obtaining vital signs, height, weight, review of systems, and ensures smooth patient flow throughout the clinic.
3. Performs physical assessment of patient including auscultation of heart and lung sounds, etc.
4. Coordinates with quality improvement department care coordinators for outreach and scheduling of patients
5. Conducts AWVs and IPPEs.
6. Communicates with PCP and care teams, completing necessary documentation for CMS and payer incentives
7. Coordinates with Quality Improvement Manager for identifying and maintaining population health management to include scheduling of appropriate patients.
8. Collects specimens and delivers to the clinic laboratory, assists with routine laboratory procedures when necessary, and informs patients of various lab results when tasked by the provider.
9. Administers vaccines and immunizations as ordered by the provider and enters into TN Vaccine Information System when applicable.
10. Ensures patient confidentiality and provides patients with needed information.
11. Assists with stocking and maintaining the examining rooms, special treatment rooms, crash carts, and labs.

12. Assists in keeping patients' medical records up to date with appropriate and timely documentation.
13. Ensures an appropriate environment for the administration of healthcare by keeping exam rooms, nurse's stations, all equipment, and other work areas clean, safe, and orderly.
14. Returns patient telephone calls as appropriate.
15. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
16. Collaborates with other staff to achieve improved patient care & outcomes, improved patient experience, and coordinated care across multiple settings.
17. Participates in team meetings and huddles, engage in patient pre-visit & advanced care activities, and participate in activities of Patient Centered Medical Home (PCMH) directly or indirectly.
18. Provides patient with evidence-based & self-care education and timely communication.
19. Responds to standing orders.
20. Tracks lab tests and follows up on any missing or late test results as appropriate.
21. Maintains various logs, equipment checks, and monthly reports for quality purposes.
22. Completes necessary trainings and educations as required to maintain licensure and certifications.
23. Stocks and maintains sample medications and log.
24. Manages care/case of patients assigned through telephone calls, in-person visits, and correspondence which can include:
  - a. Medication compliance/management and/or Pharmacy Assistance,
  - b. Identifying any tests, screens, or procedures for which the patient is due, and
  - c. Collaborating with patients to establish relevant self-management goals.

**EDUCATION/EXPERIENCE:**

1. Must hold current Registered Nursing license and be able to practice in the state of Tennessee
2. Greater than 3 years' experience in a medical or facility setting preferred.
3. Certified in Basic Life Support.
4. Certification in at least one related modality, such as ACLS, PALS, etc. preferred.
5. Ability to use general office equipment, including fax machines.
6. Current, valid driver's license and proof of auto insurance.

**TO APPLY:**

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

***EQUAL OPPORTUNITY EMPLOYEE***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*