

JOB DESCRIPTION

Position Title: Volunteer Telemedicine Nurse

Reports to:	Nurse Administrator	Department:	Telemedicine
Hours:	Minimum 4 hours per week, Monday – Friday	Supervises Others:	No
Location:	Irvine, CA		

DESCRIPTION:

Under the guidance of the Nurse Administrator, the Telemedicine Nurse is responsible for performing telemedicine visits with patients via video and text chat. The job includes maintaining effective patient quality of care and assuring all telemedicine services are consistent with Obria Medical Clinics’ mission and philosophy, as well as Obria’s policies, procedures and standing orders. The Telemedicine Nurse fully supports the mission, vision, and goals of Obria, is highly organized, skilled in management and leadership training and is a Registered Nurse in good standing with the California Board of Registered Nursing.

RESPONSIBILITIES:

- Meets all responsibilities and ensures strict confidentiality, management of corporate, finance, personnel, and patient information, this includes distribution control, secure filing, disposal of, records retention, and storage of patient information according to HIPAA Guidelines
- Communicates effectively, respectfully, and courteously with all contacts -- internal and external
- Is familiar with all Telemedicine P&P and standing orders
- Provides nursing advice to patients based on the guidelines provided in the standing orders
- Works productively, effectively, and respectfully with diverse people
- Maintains current knowledge of, and complies with organizational and departmental policies and procedures
- Meets all applicable safety requirements for the position and work environment, including prompt incident reporting, according to Obria’s policy
- Uses skill and best judgment to ensure written or verbal outputs are clear, accurate, grammatical, and of appropriate tone
- Meets personal attendance and punctuality requirements, including but not limited to, organizing workload throughout the day to meet schedules and deadlines, meets time use policies, minimizes time spent on personal calls, personal email, and personal matters, accurately reports time and attendance
- Be the primary nurse performing Telemedicine visits with the Nurse Administrator to determine adequate staffing levels to ensure timely response to Telemedicine patients, including response during non-business hours
- Work closely with Director of Operations and Nurse Administrator to ensure the Telemedicine platform is seamlessly integrated with current patient-care policies and procedures manual
- Assist with training nursing staff, volunteers and nursing staff of Obria affiliates on Telemedicine platform
- Assist in the development of policies and procedures related to the Telemedicine platform for Obria clinics as well as its affiliates
- Collaborate with clinic and corporate staff on efforts to improve and promote Obria’s Telemedicine platform to key stakeholders such as Obria’s Board of Directors or key donors
- Demonstrate commitment to professional growth and keep abreast of current healthcare and Telemedicine developments
- Perform patient services in clinics when needed
- Perform other functionally related duties as requested

POSITION FUNCTIONS:

- Provide optimal care, assessment, and comprehensive education to Obria’s patients during a telemedicine visit
- Documents visits and interventions appropriately in the EHR to ensure compliance with Obria’s policies and procedures

- Maintains strict patient confidentiality under the guidelines of HIPAA
- Ensures understanding and compliance of Obria’s policies and procedures by all staff, and volunteers, medical, and non-medical
- Works with the Nurse Administrator to maintain adequate supplies and functioning of equipment
- Assists with medical staff /volunteer training as needed
- May be required to work/cover at other Obria clinic locations

QUALIFICATIONS:

- Current RN License in the State of California
- Good standing with the California Board of Registered Nursing
- Current CPR certification
- A minimum of 3 years of acute care or community health nursing experience
- Proficient with computers, including MS Office and database programs, and Electronic Health Records.
- Experience with patient and community health education preferred.
- Basic knowledge of medical insurance, exposure control, and HIPAA compliance

COMPUTER & EQUIPMENT SKILLS:

- Has sufficient knowledge of computer operations
- Experience and skill with various electronic equipment
- Proficient in Microsoft Programs: Excel, Word, Outlook and Power Point
- Able to use typical office equipment

PHYSICAL JOB REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods throughout the day
- Able to tolerate extended periods of time at a computer station or work desk including the ability to operate computer keyboards/mouse, and office equipment
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use office equipment and drive a car safely
- Hearing and speech within normal ranges, sufficient for clear/concise communication face to face, and to speak on the telephone
- Exposed to typical office environment conditions, which may include a very busy atmosphere, and loud noises/surroundings

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to assess patient’s needs, create documents, spreadsheets, and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available/obtainable information
- Able to prioritize work in order to meet deadlines
- Able to anticipate and problem solve likely occurrences based on current and/or historic data
- Able to articulate appropriate responses to requests for services and information from internal or external customers

OTHER:

- Maintains professional behavior and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as requested or assigned as needed

ACKNOWLEDGMENT:

I, (print name) _____ have read and understand the above job



description and agree to comply with and be subject to its conditions. I understand that Obria reserves the right to delegate, remove, expand, or change any and all responsibilities listed above and they will inform me of any such change. I certify that I am able to perform the job duties as described with or without an accommodation.

EMPLOYEE SIGNATURE:

Print Name

Signature

Date

SUPERVISOR SIGNATURE:

Print Name

Signature

Date

CORPORATE SIGNATURE:

Print Name

Signature

Date