



## JOB DESCRIPTION

**JOB TITLE:** Registered Nurse Supervisor – OB/GYN  
**EXEMPTION STATUS:**  Exempt  Non-Exempt  
**REVISED DATE:** February 2021

**SUMMARY:** Under direct supervision of the Administrator and accountable to both the Administrator and Clinical Coordinator, the Registered Nurse Supervisor is responsible for the nursing supervision and coordination of nursing activities at multiple clinic/office locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for overall supervision of nursing personnel at multiple sites in performance of duties.
- Triage patient phone calls.
- Receives and prepares patients for examination, treatment, and minor surgeries as instructed.
- Keeps examination rooms clean and stocked with necessary supplies.
- Schedules patients for both outpatient and inpatient diagnostic and surgical procedures.
- Coordinates scheduling of outpatient and inpatient diagnostic and surgical procedures with insurance carriers to ensure compliance with their pre-certification, re-certifying and second opinion policies.
- Maintains records of scheduled surgeries by all surgeons in the office.
- Gives instructions and/or explanation to patients regarding medication procedures, preoperative and postoperative orders and expected results as directed by physician.
- Responsible for ordering, control, and distribution of medical drugs and supplies for multiple sites.
- Responsible for maintaining equipment in good working order.
- Responsible for OSHA and emergency preparedness coordination at multiple sites.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Graduation from an approved Associate's or Bachelor's degree school of Nursing program and currently licensed to practice as a Registered Nurse in the State of Tennessee. Experience in an OB/GYN or Family Medicine outpatient clinic/ambulatory setting required. Five years of experience preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

**OTHER SKILLS AND ABILITIES:** Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities, including treatment alternatives, drug properties and interactions, and preventive healthcare measures.. Ability to anticipate a physicians' needs for nursing assistance. Knowledge of supervising activities of nursing personnel of lower classification. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients and other third parties. Ability to operate computer, keyboard and printer. Ability to concentrate under high demands and listen effectively. Ability to organize tasks, work as a team member and independently using sound nursing skills with a variety of professional disciplines. Knowledge of ICD-10 and CPT coding. Knowledge of health insurance procedures to obtain pre-authorizations and/or referrals. Convey a professional and positive image and attitude.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office or outpatient setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy. Exposure to communicable disease, blood, body fluids, hazardous chemicals, radiation, and sharp instruments. Exposure to injury from patients or equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time, walk and use hands and fingers to handle or feel objects, tools, or other controls and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance, bend, stoop, kneel, crouch, and/or crawl.

The employee occasionally must lift, carry and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

May work in high stress direct patient care areas. Stress level may increase due to frequently dealing with life and death situations, physicians, families, and other healthcare providers. Demands high levels of concentration and the ability to work in emotionally charged situations.

**DISCLAIMER:** *The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.*

*I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.*

*I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.*

*Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.*

**By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date