

## Job Description



**Title/Position: Clinic Nurse Family Practice RN**

**Department: Clinic**

**Reports To: Clinic Director**

**Days/Hours: Monday-Friday, 8-5, 72-80 hrs/PP**

**FLSA Status: Non-exempt**

**Wage Scale: \$31.06-\$44.02**

**Reviewed: 5/27/26**

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### **JOB SUMMARY:**

The Clinic Registered Nurse (RN) is a multi-skilled individual who is responsible for the overall flow and safe management of patient care in the Clinic. The RN provides patient-centered care through the application of the nursing process-assessment, planning, implementation, delegation, and evaluation. The RN demonstrates proficient, compassionate, and professional communication with patients, families, colleagues, and providers. The RN will assist in performing miscellaneous clinic duties in connection with internal and external referrals, appointment scheduling, management of patient medical records, ordering medical and office supplies, checking outdates, and other duties as assigned.

### **STANDARD REQUIREMENTS:**

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
  - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
  - Confidentiality of all data, including resident, employee, and operations data.
  - Quality assurance and compliance with all regulatory requirements.
  - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
  - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
  - Uses tactful, appropriate communication in sensitive and emotional situations.
  - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
  - Promotes positive public relations with residents, family members, and guests.
  - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Graduate of an accredited school of nursing
- Current MN RN licensure
- Proficient verbal and written communication skills
- Demonstrated ability to preform within the registered nurse scope of practice.
- Current CPR certified

- Computer proficiency required

**ESSENTIAL FUNCTIONS:**

- Core values consistent with a patient/family-centered approach to care
- Demonstrates a positive, respectful attitude and professional customer service
- Acknowledges patients’ rights on confidentiality issues, always maintains patient confidentiality, and adheres to HIPAA guidelines and regulations
- Proactively acts as a patient advocate, responding with empathy and respect to resolve patient/family concerns
- Recognizes and responds to opportunities for improvement
- Demonstrates professional practice behavior
- Provides mentoring/guidance of other provider practice team members
- Cultivates effective partnerships, effectively collaborates with all practice providers (Physician, Nurse Practitioner, Physician Assistant, and other licensed allied health team-members)
- Demonstrates understanding in use of IT resources and patient databases
- Demonstrates effective delegation skills to streamline operational workflows and optimize inter-office resources
- Demonstrates critical thinking skills, and the ability to make decisions
- Effectively uses AIDET to explain procedural information in a courteous manner
- Performs other duties as assigned

**PHYSICAL AND MENTAL DEMANDS:**

For physical and mental demands of the position and environment, see the following description.

<b>Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).</b>				
<b>PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)</b>	<b>NOT APPLICABLE</b>	<b>OCCASIONALLY 1-2.5 HR</b>	<b>FREQUENTLY &gt;2.5-6 HR</b>	<b>CONTINUOUSLY &gt;6-8 HR</b>
STANDING			X	
WALKING			X	
SITTING			X	
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL		X		
REACHING BELOW KNEE		X		
CLIMBING	X			
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS		X		
CARRY WAIST LEVEL > 50 LBS		X		
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		

PUSHING/PULLING 76 - 150 LBS			X		
PUSHING/PULLING >150 LBS			X		
WRITING			X		
HEARING					X
SQUAT/KNEELING			X		
REPETITIVE ACTIONS			X		
KEYBOARDING			X		
DRIVING		X			
SPEAKING					X
SEEING/VISUAL					X
<b>PHYSICAL ENVIRONMENT</b>					
X	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
<b>MENTAL DEMANDS</b>					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
<b>SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:</b>					

## Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

## Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

**I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.**

Employee's Name (Printed): \_\_\_\_\_

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

Effective Date: \_\_\_\_\_