



655 Broad Street  
Providence, RI 02907  
p 401.274.6347  
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## POSITION DESCRIPTION

**TITLE:** Clinic Nurse  
**REPORTS TO:** Practice Manager  
**SALARY:** Full-Time, Competitive Salary and Benefits, including health, dental, 403(b)  
**DATE:** February 2024

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### POSITION SUMMARY

Join our mission-driven team and be part of an exceptional group of staff and volunteers improving the health and vitality of individuals in our state.

**Clinic Nurse.** Reporting to the Practice Manager and working closely with the Volunteer Medical & Associate Medical Directors, the Clinic Nurse is a strategic partner to further our model of high quality, community-based healthcare services for uninsured, low-income adults whom we serve. This Nurse provides quality care while building volunteer capacity to meet increased demands for care in primary care, specialty, wellness and preventive services. Bilingual Spanish/English preferred.

### RESPONSIBILITIES

- Ensure patients receive appropriate level of service that is coordinated and culturally appropriate.
- Perform on-site nursing visits including for blood pressure checks, dressing changes, injection procedures, and as requested by volunteer providers; and health education including preventative education on exercise, nutrition, weight loss, health literacy and other prevention areas to improve patient outcomes.
- Perform daily preview of records and weekly pre-planning to prepare for upcoming visits.
- Provide clinical supervision to medical assistants.
- Responsible for completing monthly clinical walkthroughs, daily logs for state programs.
- Coordinate 911 calls from the Clinic and related emergency procedures.
- Retrieve lab and imaging results and provide appropriate follow-up per provider guidance.
- Consult with Volunteer Medical Director and Clinic providers for patient care as needed.
- Follow through on provider orders and work with staff/volunteers to resolve patient issues.
- Respond to patient phone calls and pharmacy refill requests via eCW.
- Refer and coordinate patient appointments with health partners and volunteers as appropriate.
- Comply with clinical quality checks and policies on a regular.
- Work with volunteers & AmeriCorps VISTAs to support the Patient Assistance Program for medications.
- Contribute to ongoing performance improvement and participate in Medical Advisory Committee.
- Work closely with Practice Manager on all clinical and operational issues.
- Support all volunteers and promote effective day-to-day communications to ensure a smooth operating clinic.

- Comply with state and federal regulations regarding patient care, volunteers and physical plant.
- Open/close Clinic as needed.
- Pharmacy Program Duties:
  - Medication /Pharmacy
    - Nurse/Medical assistants will greet courier from lifespan who will deliver prescriptions to RIFC daily Monday – Thursday during 12-3pm delivery window.
    - Nurse/MA and designated staff will sign for delivery and transport tote containing prescriptions to secure medication room #9
    - Responsible to un-packed the tote and prescription bags filed on storage shelves by patient last name.
  - Medication Room Maintenance
    - Responsible for storing the medication in a temperature-controlled room and refrigerated medications stored in a refrigerator with temperature monitoring.
    - MA's and nursing staff will periodically review prescriptions on hand for any prescriptions that have been onsite for 14 days or greater.
    - Responsible for managing aged prescriptions. Aged prescriptions will be pulled from the waiting bin and moved to a return bin to be picked-up by courier during next scheduled delivery.
  - Dispensing
    - Upon patient presenting to RIFC MA's/ Nurse will retrieve prescription bag from medication room shelf.
      - Corresponding refrigerated items will be retrieved from the refrigerator.
    - Prior to releasing medication, MA's/Nurse will verify three patient identifiers (name, date of birth, address) using information on the prescription labels and corresponding prescription bag.
- Other duties as assigned.

## QUALIFICATIONS

- Bilingual in Spanish/English preferred.
- AD or BS required, with unrestricted license to practice in RI; Minimum two years of experience.
- Demonstrated attention to detail, and confidentiality, discretion and respect at all levels.
- Experience with electronic medical record systems a plus; computer literate.
- Commitment to Clinic's mission to work with volunteers and medically underserved adults.
- Basic Life Support (CPR) certified.

## BENEFITS

- Weekday hours
- Working with an exceptional Team of staff and volunteers who put patients first.
- Competitive hourly rate
- Health & Dental insurance
- Generous paid time off including vacation, sick, personal, and 10 paid holidays
- 403 (b) retirement plan, and Board-approved % match
- Flexible Spending Account

## ORGANIZATION DESCRIPTION

Rhode Island Free Clinic ( [www.riFreeClinic.org](http://www.riFreeClinic.org) ) is a nationally recognized, award-winning free clinic in Providence that provides free comprehensive primary health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational site for trainees in health care fields.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2021, the Clinic mobilized over 500 volunteers and community partners to provide over 14,000 patient visits to vulnerable adults, and over 5,000 hours of training for students in health care fields.

**TO APPLY:**

Please email RESUME and COVER LETTER to: [info@riFreeClinic.org](mailto:info@riFreeClinic.org)