

DATE: August 27, 2019

TO: All Regular or Probationary Health System Ambulatory Care Nurses

FROM: Yvonne Sylten, Clinics Manager, Specialty Clinics, San Mateo Medical Center

SUBJECT: Internal Transfer/Reassignment Opportunity

We would like to offer an internal transfer/reassignment opportunity to any **regular or probationary Health System employee in the classification of Ambulatory Care Nurse** for the following position:

Division/Work Unit: Surgical Specialty Clinic, San Mateo Medical Center

Shift: Full time/1.0 FTE position Monday to Friday 8:00am to 4:30pm, with possibility of nights and weekend clinics on occasion

Location: Surgical Specialty Clinic, San Mateo Medical Center, 2nd Floor, 222 W. 39th Avenue, San Mateo, CA 94403

Language: The ability to speak, read, and write fluently in Spanish and English is **Required**.

Under direction, **Ambulatory Care Nurses** perform varied professional nursing duties with primary emphasis in triage. The successful hire will also provide varied professional nursing duties such as: team leading, case management, patient education, nurse visits (medications, education, pre-op teaching), and assisting with all sterile procedures.

This experienced nurse is fully competent to independently perform a full range of professional nursing duties and procedures that require the exercise of a high degree of clinical judgment. Incumbents also provide lead direction to other nursing and paraprofessional personnel. In addition, Ambulatory Care Nurses assigned to community clinics provide preventive care and treat patients with a variety of illnesses and injuries.

Our Multi-Specialty Clinics are fully functional clinics with a fast paced, challenging and rewarding environment. We have a staff of experienced community providers who offer quality care to our valued patients.

The **ideal candidate** has worked with the underserved population; is a critical thinker, fast learner and thrives in a dynamic environment. Computer literacy, and prior experience with electronic medical records and registries are preferred.

Duties may include, but are not limited to, the following:

- Complete patient assessments and triage, record patient histories, symptoms and observations.
- Establish and implement nursing care plans for each patient through assessment, development, activation and evaluation.

- Delegating duties of other staff members as a team leader; orient and teach new staff members of the nursing team.
- Perform nursing care following prescribed rules, policies, protocol and procedures.
- Identify problems, assist in data gathering, propose solutions and participate in evaluation of quality assurance issues.
- Work with patients and their families to provide after-hospital follow-up through teaching and referral.
- Participate in educational programs to maintain level of expertise.
- Participate in non-clinical assignments, which may include maintaining records, preparing reports and/or serving on special committees.
- Maintain records and prepare reports.
- Operate a variety of medical machinery and equipment.
- Administer treatment and medications.
- Maintain knowledge of outpatient resources.
- Develop discharge plans for patients.
- Perform related duties as assigned and as required by assigned work setting, as described below.

Qualifications

Licensure/Certification: Possession of a California license as a Registered Nurse or equivalent and a valid Basic Life Support (BLS) certification.

Knowledge of:

- Nurse Practice Act.
- Current nursing and related medical theory and skills necessary to administer nursing care within assigned clinical setting.
- Safety and infection control practices.
- Clinical systems, supplies and equipment.
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Skill/Ability to:

- Nurse Practice Act.
- Perform nursing procedures required for assigned clinical setting.
- Comply with clinical procedures and policies.
- Maintain professional nurse-patient relationships.
- Communicate with and educate patients, families, and the public who come from a diverse background.
- Work harmoniously with other personnel.
- Follow safety practices.
- Assist in the instruction of other nursing and paraprofessional personnel.
- Bend, kneel and squat as needed.
- Occasionally use upper extremities to exert force to push and pull patients/objects weighing up to 50 pounds or more.
- Work in a busy environment.

- Provide culturally competent care to patients and work in a culturally diverse environment.

If you are interested in being considered for this opportunity please contact Marleni Moyer, RN and e-mail your resume to mmoyer@smcgov.org **no later than 5 p.m. on Tuesday, September 10, 2019.**

NOTE: To be eligible for consideration you must have at least six months of continuous service in a permanent or probationary classified position of Ambulatory Care Nurse. **Extra help, temporary and provisional employees are not eligible for reassignment opportunities.**