



Lead Registered Nurse

Job Description

Who We Are. Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach, and through developing alliances across the state to promote sexual health and freedom in our communities.

Core Value Statements:

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions.

Summary of Duties.

The Lead RN provides leadership and directs nursing activities for the nurse team. The Lead RN provides administrative support for the Clinic Director by overseeing nurse team staffing needs, providing clinical operations support, and working closely with Medical Assistant Manager(s) to improve clinical quality improvement efforts and processes. In addition to Lead RN duties, this position is also responsible for Care Coordinator RN duties including providing care coordination, triaging, and follow up. The Lead RN is responsible for direct patient care in the clinic and as needed at off-site locations. The Lead RN is responsible for analyzing and improving general clinic flow and contributing to the effectiveness, efficiency and professionalism of clinic services. The Lead RN also provides support for the medical assistant staff including rooming



patients, cleaning rooms, taking vitals, and supporting clinic flow as needed. Contributes to an organizational culture that values respect, integrity, high quality individualized care, and passion for accessible sexual health care. Evening and weekend hours are required.

Reports to Clinic Director

MAJOR RESPONSIBILITIES

Direct Patient Care & Care Coordination

- Care Coordination which includes: tracking and contacting patients for follow-up of abnormal test results, support for coordination of care between and among providers, and coordinating care when referrals and collaboration with outside clinics are needed.
- Completes monthly breast/chest, pap/colposcopy, hormone, imaging and other follow up.
- Triage patient calls, referring to clinicians as necessary and appropriate.
- Coordinates medication and injection supply pickups and refill requests, utilizing RN standing orders.
- Updates and develops referral sources
- Provides counseling and education on birth control, family planning, preconception, all options for pregnancy, STI screening and prevention, and SQ and IM injections.
- Coordinates Lupron ordering and administration.
- Completes nurse visits, which include Lupron injections, late depo visits, UPT visits, PreP follow up visits, rapid HIV testing, injection teaching.
- Assists with procedures (e.g. colposcopy, IUD insertion) as requested by clinicians.
- Works within RN standing orders and protocols for refill requests, patient outreach and communication, and nurse visits.
- Ability to perform MA job functions in order to back up staff by filling in for breaks, vacations and illnesses as needed

Clinic Operations

- Works closely with the Clinic Director, Medical Director, MA Manager(s) and the full med team to ensure smooth and efficient clinic operations and high quality, patient-centered care.
- Assists in the development of clinical policies and procedures as requested by the Medical Director and/or Clinic Director, including updating RN standing orders.
- Analyzes and improves general clinic flow including development, implementation and enforcement of policies, procedures, operational systems, and quality improvements in conjunction with the Clinic Director and Medical Director
- Makes day to day decisions regarding clinic flow in collaboration with the MA Manager(s) and full med team.



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- Works with the Clinic Director to adjust nursing team staffing as needed, including assessing daily and long-term clinic capacity, appointment length, administrative time allotment and clinic hours as they apply to the nursing team.
- Ability to perform MA job functions in order to back up staff by filling in during busy clinic flow times, breaks, vacations and illnesses as needed.
- Coordinates the vaccine program.
- Works with the Clinic Director to ensure compliance with all state and federal laws related to clinic operations.
- Maintains strictest confidentiality; adheres to all State, Federal, accreditation, and internal guidelines/regulations.
- Attends med staff meetings and all staff meetings and provider meetings.

Nursing Activity Supervision and Training.

- The Lead RN supervises, plans, organizes and directs nursing service activities, working under the direction of the Clinic Director and Medical Director.
- Oversees staffing needs by creating schedules and managing vacation and sick time to ensure appropriate coverage to meet the clinic needs for effective daily operations.
- Facilitates training and orientation for new nursing team members and ongoing nursing team training and development needs.
- Creates and maintains documentation of nursing processes, protocols, and manual guidelines.
- Maintains and develops standing orders and protocols under the direction of the Medical Director and Consulting Medical Director.
- Delegates tasks and projects to the nursing team
- Works closely with the Clinic Director, Medical Director, MA Manager, clinician team, & clinical support team to ensure smooth and efficient clinic operations and high quality, patient-centered care
- Assists in the development of clinical policies and procedures as requested by the Medical Director, and/or Clinic Director.
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Administrative & General

- Coordinates Medication Pick Up and Triage systems
- Assists Clinic Director and Clinical Practice Director with development, tracking, reporting, and ongoing maintenance of clinical programs
- Provides information for grant reporting as requested
- Assists with coordinating routine clinic maintenance responsibilities including, but not limited to: stocking supplies, inventory control, and general clinic cleaning
- Performs additional tasks and responsibilities as assigned

Qualifications, Knowledge and Abilities.

Required:

- At least 2 years nursing experience in outpatient medical clinic or hospital setting required



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- Experience with phone triage required
- Background or strong interest in reproductive health, sexual health, LGBTQ health, community health and wellness care is required.
- Ability to efficiently perform job duties and activities is required.
- Ability to communicate clearly, compassionately, directly and openly, including strong oral and written communication skills is required.
- Ability to work independently and as part of a team utilizing a high degree of problem-solving skills is required.
- Ability to demonstrate the specific skills, knowledge and abilities to provide patient education and assessment is required.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression is required.
- Ability to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, sexual orientation, gender identity, socio-economic status, nationality, immigration status, ability, size, and religion is required

Preferred:

- Experience in a leadership position in a healthcare setting preferred
- Experience training staff preferred
- Language skills in ASL, Spanish, Somali, Oromo, Hmong or another language common in the Twin Cities is preferred

Required Education, Licensure & Certifications.

- Completion of an accredited associate (plus additional Year of Out Patient or hospital setting) , baccalaureate or master's degree program in Nursing.
- Current RN licensure for the State of MN
- Current BLS for healthcare providers certification is required

Typical Working Conditions. Exposure to communicable disease, toxic substances, medical preparations and other conditions common to clinic environment. Requires exposure to blood and bodily fluids. The position requires independent mobility, full range of body motion, manual and finger dexterity, legible writing skills and hand-eye coordination. Involves standing and walking and occasional lifting. Evening and weekend hours are required.

Salary & Benefits. This is a full time, hourly, benefits-eligible position. Starting wage is \$32.00 an hour and is commensurate with experience. Competitive benefits package includes paid holidays, vacation and sick, 2% employer matched 401k, medical and dental insurance, life insurance, and long-term disability insurance.

To apply please email your cover letter and resume to Nyssa Krause (she/her), Clinic Director, at nkrause@familytreeclinic.org

Application Materials Received by July 23rd will be given priority

Family Tree Clinic is committed to building and maintaining a diverse staff. People of color and LGBTQ-identified individuals are strongly encouraged to apply.