

<b>Job Title:</b>	Clinical Nurse	<b>Location:</b>	Cromwell Medical Clinic
<b>Level/Salary Range</b>	To be based on experience	<b>Travel Required:</b>	No
<b>Position Type:</b>	Part Time Regular (16-30 hours/week)	<b>Shift:</b>	Days
<b>Date Posted:</b>	01/24/2025	<b>Application Deadline:</b>	Until filled

**Please submit cover letter, resume and salary requirements via fax, email or mail**

**Email:**

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Attn: Leeanne Pelkey

**Mail:**

Cromwell Medical Clinic

PO Box 116

Cromwell, MN 55726

**Job Description:**

**Role and Responsibilities:**

- The Nurse is responsible for providing clinical assistance in all areas of the clinic to the physician and direct patient care to patients of all ages. This includes data collection and documentation, assisting with patient care and procedures.
- Effectively interacts with patients, their families and all health team members. The clinic nurse is also responsible for drawing and collecting blood samples from patients and preparing specimens for laboratory analysis and tracking as well as immunization administration and documentation.
- Additional responsibilities include INR draws, equipment sterilization, vital sign recording, lab tracking, prescription refill reviews, prior authorizations. You will be required to assist with procedures such as lesion removals, vasectomies and wound care.

**Minimum Qualifications & Education Requirements:**

- Current Minnesota license with the State of Minnesota Board of Nursing.
- 2 Years clinical experience preferred
- Current BLS
- Must demonstrate ability in taking patient vitals, injections/immunizations, charting and documentation, infection waste handling, sterile technique and routine lab procedures including collection.
- Must be able to exert at least 40 pounds of force to assist patients. Frequent bending, stooping, reaching and/or lifting involved.
- Skill in administering a variety of treatments and medications as directed and using various types of equipment for examination and treatment procedures, as well as taking vital signs, maintaining records and updating the electronic medical record. Computer skills required.
- Ability to establish effective working relationships with patients, medical staff and the public. Ability to react calmly and effectively in emergency situations. Additionally, must work as part of a team in all aspects of patient care. This includes assisting other staff as needed.
- Ability to communicate clearly and provide necessary instructions to patients and to maintain strict confidentiality.
- Ability to use computer programs necessary to navigate our electronic charting system, spreadsheets, etc.
- Ability to multi-task and prioritize competing job tasks to ensure that deadlines are met in the most efficient manner possible.