

POSITION: Nurse Injector

DEPARTMENT: Front/Back Office

REPORTS TO: Physician

JOB SUMMARY: Responsible for providing elective care for cosmetic complaints that can be reasonably treated with injection procedures. Duties include: obtaining history and chief complaint, performing patient exams, obtaining appropriate photography (to include VISIA), developing a treatment plan within their scope of practice for cosmetic patients and treatment administration as directed by their supervising physician, charting the office note, documenting, and e-scribing medications. Other responsibilities include patient education on treatment plans and medication.

EDUCATION AND EXPERIENCE:

1. Graduate of accredited nursing program with current state license. Master's Degree preferred.
2. Experience in medical office preferred.

ESSENTIAL SKILLS AND ABILITIES:

1. Possesses wide-ranging knowledge of skin care treatment and pathology.
2. Good problem solving and analytical skills.
3. Excellent knowledge of dermatology and skin care treatment.
4. Excellent communication skills (both oral and written).
5. Ability to work as a team member.
6. Well organized with attention to detail.
7. Ability to manage multiple projects simultaneously.
8. Empathetic with patient needs and concerns.
9. Treats patients and co-workers with respect.

RESPONSIBILITIES:

1. Primary Duties

- Provides direct patient care as a representative of the physician, treating the patient in a style and manner developed and directed by the supervising physician and consistent with authorized practice as defined by state law. Escorts patients to exam rooms in order of appointment times. Obtains history as required by patient's chief complaint. Obtains or updates medication list if necessary. Obtains photographs. Chart history, exam and proposed treatment plan.
- Delivers care in accordance with mutually agreed upon guidelines that are developed by the physician and RN and based on the physician's delegatory style.
- Limits their involvement in the assessment and implementation of treatment to agreed upon procedures including but not limited to injection therapy, taking into consideration their training, experience, and preparation of the RN.
- Tracks referral sources, sends thank you letters to the source, and dictates consultation letters to the patient.
- Responsible for the coordination of retention correspondence to patients regarding their follow-up treatment plan.
- Maintains the patient's medical records detailing all treatment procedures, medication history, and education materials distributed.

- Straightens and cleans exam rooms after patient visits.
- Attends weekly staff meeting to assure knowledge of upcoming schedule.

2. Secondary Duties

- Confirms with patients their clear understanding that a nurse/NP is treating them.
- Review with the supervising physician all delegated patient services on a regular basis, as well as mutually agreed guidelines for the practice.
- Clarifies and familiarizes all issues related to supervision methods and style of delegating patient care with the supervising physician.
- Maintains treatment rooms and work areas in compliance with OSHA standards.
- Notifies staff of supplies needed to avoid shortages.
- Maintains inventory-tracking system for all injectable products. Orders and stocks inventory and supplies as needed (includes all injectables and ZO products).
- Data entry for Natrelle Gel program.
- Data entry for Brilliant Distinctions.
- Works with staff to develop patient appreciation days or open houses.
- Performs other duties and tasks as needed.