Reports To
Director of Clinic Management

Job Summary
Telemedicine uses videoconferencing equipment and high-speed telephone lines to send and receive medical information and pictures. The Telemedicine RN facilitates using this technology to serve patients who require a specialist in a distant community.

Duties

1. Demonstrates competency in knowledge and skills of Telemedicine Nurse Case Manager and site coordinator roles:
   a. Evaluates appropriateness of referrals and provides feedback to physicians
   b. Establishes contact with patient/proxy. Assesses willingness, ability to use Telemedicine
   c. Evaluates patient and family for social needs and makes appropriate referrals to community resources

2. Provides Hub site with relevant information:
   a. Follows and expedites referral process
   b. Informs PMD and patient/proxy of referral source

3. Coordinates appointment time with UCD, the primary physician, patient and clinic schedules

4. Facilitates equipment set-up and indicated quality control activities in preparation for appointment:
   a. Obtains additional pertinent patient information at time of appointment.

5. Develops forms and questionnaires to facilitate exchange of information

6. Provides follow up:
   a. Sees that requested lab/tests are ordered, and results are sent to specialist
   b. Schedules follow-up appointments

7. Informs and updates physicians and staff of services available through Telemedicine

8. Encourages the use of the video-conferencing equipment for other than specialty consults
   a. Provides equipment set up, distribution of materials to attendees, return of forms to hub site, and maintains records for CME classes
   b. Provides site coordination of community service programs available from hub site
**Qualifications**

1. Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California
2. Experience as a staff nurse for one year preferred
3. Current Cardiopulmonary Resuscitation Certification (CPR)

**Lifting Requirements**

Sedentary- generally lifting not more than 10lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.