



**INFERTILITY NURSE**  
Seattle Reproductive Medicine

**POSITION DESCRIPTION**

**OVERVIEW:** Works collaboratively within the Nursing Department and with the total Practice to provide timely, proficient services for all patients.

**SCOPE:** Exempt position reporting to the Clinical Manager.

**I. ESSENTIAL FUNCTIONS:**

(In compliance with the American with Disabilities Act, ADA, this description identifies the essential components of the job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of these essential functions will be given careful consideration.)

**Clinical / Technical**

- a. Participates in medication administration.
- b. Participates in ultrasound follicle assessment (as necessary based on Program policy).
- c. Documents patient care services by charting in patient and department records including ArtWorks Clinical Information System.
- d. Perform nursing care within the surgical suite, pre-, intra- & postoperatively in accordance with SRM standards of practice.
- e. Maintains safe and clean working environment by complying with procedures, rules, and regulations, and calling for assistance from other health care support personnel when appropriate.
- f. Initiates the emergency response team as needed when a patient emergency arises.
- g. Protects patients and employees by adhering to infection-control policies and protocols, medication storage procedures, and controlled substance regulations.
- h. Ensures operation of equipment by following manufacturer's instructions; performs routine maintenance and acts as liaison with the company.

**Patient Interaction**

- a. Initial visit, counseling, and IVF procedure teaching and scheduling of treatment.
- b. Cycling visits including: medication instruction (schedule, dosage and administration), anticipatory guidance, clarification of physician instructions.
- c. Accepts/makes phone calls regarding laboratory values and semen study results with appropriate explanation and interpretation given.
- d. Patient waiting lists, maintenance and scheduling cycles. e. Schedules ER's/ET's/FET's and IUI's.
- e. Directs patients in retrieval procedure.
- f. Comforts patients by anticipating patients' anxieties; answering patients' questions as permitted.
- g. Assures quality care by adhering to therapeutic standards; follows physician practice and nursing division philosophies, as well as standards of care set by the state and other governing agency regulations.
- h. Provide support to the male reproductive patients through patient education, assisting with TESA cases and coordinating with male reproductive urologist.

**Team Communication**

*Nursing Communication:*

- a. Maintains patient charting, testing flow sheets.
- b. Reviews and abstracts patient records.
- c. Accepts resource assignment; assists all staff with information of area assigned.
- d. Covers weekends and holidays per rotating schedule.

*Practice Communication:*

- a. Makes referrals to other team members.
- b. Attends meetings as assigned; communicates issues where appropriate.
- c. Cooperates, interfaces and works independently to assure the program goals are achieved.

**Reliability**

- a. It is an essential function of this position to report to work on time for your scheduled hours, ready for work.

**Professional Development**

- a. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- b. Participates in professional societies.
- c. Follows all state regulations regarding professional license.

**II. CONFIDENTIAL AND SENSITIVE INFORMATION:**

- Maintains patient confidence and protects operations by keeping all patient information confidential.

**III. SCOPE OF FINANCIAL RESPONSIBILITY:**

- Directs patients starting services to finance department.

**IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**V. EDUCATION/EXPERIENCE REQUIREMENTS:**

- RN (2 year degree program) required. B.S.N. preferred.
- Current state RN license without limitations required.
- Maintain updated ACLS and BLS licenses.
- Minimum 2 years experience in Women's Health and/or Med Surg. Infertility experience preferred.
- Ability to access, input, and retrieve information from a computer.
- Knowledge of office procedures and office machines (i.e. computer, fax, copier, etc.).
- Ability to work as part of a multi disciplinary team.
- Ability to communicate accurately and concisely.
- Excellent interpersonal skills.
- Ability to work independently to manage a caseload of patients.

All IntegraMed America employees must perform their respective functions to ensure the patient/customer has the most positive experience at every point of contact with our Company/practice.

This job description is not meant to be an all-inclusive statement of every duty and responsibility required by the job holder. IntegraMed America hopes each job holder can react to reasonable change productively and handle other tasks assigned.

IntegraMed America is a multi-site corporation. There may be times you are requested to participate in assignments at other sites. Without causing undue hardship or significant personal inconvenience, IntegraMed America proposes a solid team approach to our availability regarding the need and development of all our programs.

Job Description Accepted:

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Employee Signature/Date