

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Senior Clinical Nurse

EXEMPT: Yes
TARGET SALARY: DOQ
PROGRAM: Clinic
REPORTS TO: Clinical Director

JOB CODE:
SHIFT: 8:00 to 5:00
LOCATION: STIHC

SUMMARY: The primary purpose of this position is to apply the nursing process (assessment, planning, implementation, and evaluation) to provide comprehensive nursing services that incorporate health promotion and disease prevention to individuals, families, and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Obtains preliminary health history and makes physical assessments, recognizing the range of "normal" and the manifestations of common abnormalities. From the assessment, makes appropriate referrals to other team members or provides the necessary service.

Reviews and maintain the Nursing Policy and Procedures Manual to maximize quality of care and to update standards of care to match changes in clinical practice guidelines.

Assist the Medical Director and Health Director/Administrator with planning, coordinating, and implementing a wide variety of programs within the Department, including AAAHC evaluation and monitoring.

Assists in epidemiological investigations and indicated for communicable diseases, completing reports of reportable diseases to support efforts of the Infection Control Officer.

Develop Clinical guidelines for nursing staff, working with medical staff on Standing Orders for nursing and paraprofessional staff and procedures for patient triage and prioritization.

Assesses and treats minor health problems or the stable phase of common chronic illnesses and may order over-the-counter medications as per clinic Standing Orders for nursing staff.

Arranges peer review on a quarterly basis and is actively involved with Continuous Quality Improvement Projects.

Functioning under established routines and medical protocols, orders x-rays and laboratory tests, diagnostic procedures, consultation services, etc. Interprets selected laboratory findings and as appropriate, initiates action for necessary care.

Teaches individuals and families about home care such as treatments, medications, and nutrition and preventive health tests.

Promotes continuity of care by relevant health counseling, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in health care. Documents such actions in the patient's health record.

Administers oral and parenteral medications, assists the providers (physician and/or FNP) and performs diagnostic and therapeutic procedures. Assists with casting, suturing, wound debridement, dressing, and other surgical procedures and care as needed.

Records in the patient's health record, observations, assessments, nursing interventions and therapeutic measures administered.

Operates a variety of medical equipment; tonometry, electrocardiograms and pulmonary function tests. Insures that equipment is in working order.

Provides and/or assists in the provision of emergency treatment.

Assists the Clinical Director to perform Code drills and in-services to ensure nursing staff are familiar with emergency procedures.

Assists in determining conditions, resources and policies essential for the delivery of quality medical and nursing service, develops routines and guidelines that will insure continuity and consistency in the provision of nursing service.

Prepares for specialty clinics by seeing that necessary supplies and equipment are available and work area set up to accommodate the particular activity.

Responsible for keeping the clinic well stocked with medical supplies, tracking inventory and ordering new supplies as needed.

Responsible for the upkeep of the nursing service areas and in maintaining a safe environment for patients and staff.

Prepares and submits required records and reports.

Participates actively in monthly committees as assigned, preparing agenda items for nursing and coordination with the Clinical Director.

Works with the Clinical Director to improve bench-marks of quality care through data collection, screening, and documentation of Clinical Reporting System (GPRA) indicators.

EDUCATION and/or EXPERIENCE

Must have a degree from a professional nursing program approved by the legally designated accrediting agency at the time in the program.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 8 employees of the STIHC. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include: interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must possess and maintain current, valid, active, and unrestricted licensure listing expiration date from the State of Washington.

Must have BLS/ACLS/PALS certification.

OTHER SKILLS AND ABILITIES

Must have a professional knowledge of, and ability to apply nursing care principles, practices and procedures required to assess needs of wide variety of medical, surgical, obstetrics, gynecology, and pediatric patients as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic interventions.

Must have the ability to provide individual and family counseling, guidance, and health instruction so that they can assume responsibility for their own health care.

Must have knowledge of pharmaceuticals, immunizations or desensitizing serums dispensed and their desired effects, and complications of their use.

Must have knowledge and skill in operation of specialized medical equipment, such as resuscitators, monitors, positive pressure, AED, etc.

Must have knowledge of and ability to apply the principles of clinic operations and management.

Must have knowledge in computer use and preferred knowledge of Electronic Health Records.

SPECIAL REQUIREMENTS

IMMUNIZATIONS:

Measles and rubella - Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment.

Hepatitis B - vaccination is recommended and available at no cost to the employee.

SKIN TESTS:

TB - All employees shall have a tuberculin test upon employment and annually thereafter.

EXCEPTIONS:

Measles and rubella - If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation.

TB - If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee.

PHYSICAL DEMANDS

The physical demands 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. Work in the ambulatory health care setting requires considerable walking between examination and treatments rooms, bending and lifting of patients in and out of wheel chairs and on/off carriers often exceeds 50 pounds. Ability to cope with constant changes in stress laden environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

ACKNOWLEDGEMENT: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

For a copy of the job application, please contact Tracey Rascon at 360.645.2412 or tracey.rascon@ihs.gov

OPEN: April 13, 2009-until filled

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory,

mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.