



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

EXTERNAL JOB POSTING

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| POSITION: | REGISTERED NURSE |
| POSTING DATE: | JANUARY 23, 2019 |
| CLOSING DATE: | OPEN UNTIL FILLED |
| NUMBER OF OPENINGS: | 1 |
| RATE: | \$31.00 HOUR / DOE |
| STATUS: | FULL-TIME, NON-EXEMPT |

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION
REGISTERED NURSE**

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|---|---------------------------------------|
| Reports To: Director of Nursing | Prepared By: Human Resources |
| FLSA Status: Non-exempt | Salary Grade: \$31.00 hour DOE |
| Hours: Monday-Friday/8:00am-5:00pm | Revised Date: 09/25/2012 |

POSITION SUMMARY:

Provides general nursing care to patients in clinic by performing the following duties.

Under the direction of the Director of Nurses (DON), the Registered Nurse (RN) is expected to utilize independent nursing judgment and discretionary decision-making within their scope of practice in addressing needs within the clinic. The RN works under the guidelines set forth by the Policies and Procedures, as well as the scope of practice for the Indian Health Service, and other regulatory governing agencies, including the California Board of Registered Nurses. The RN must be able to communicate well and be able to establish rapport with patient and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns, and background. The RN must be familiar with the goals and objectives of the Health Center, also maintains genuine enthusiasm for the success of TRIHCI's health programs and consequently exercises a strong sense of stewardship in developing and maintaining community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Explains procedures and treatments to patient to gain cooperation, understanding, and allay apprehension.
2. Administers prescribed medications and treatments in accordance with approved nursing techniques.
3. Prepares equipment and aids Physician during treatment and examination of patient.
4. Maintains awareness of comfort and safety needs of patient.
5. Observes patient, records significant conditions and reactions, and notifies supervisor or Physician of patient's condition and reaction to drugs, treatments, and significant incidents.
6. Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.
7. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.
8. Documents history and physical assessment for assigned patients.

9. Initiates a patient education plan according to the individualized needs of the patient, as prescribed by Physician and/or policy including patient and family instruction.
10. Rotates among various clinical services of institution such as medical clinic, Outreach services.
11. Participates in department or unit quality improvement activities.
12. Assists the clinical staff with daily patient flow;
13. At each patient visit, obtains the following information prior to the provider seeing the patient: height, weight, temperature, pulse, respiration, blood pressure, chief complaint, head circumference on children three (3) and under, and plots information on pediatric growth chart or patient EHR as appropriate;
14. Administers I.V., intramuscular, intradermal, and subcutaneous injections, as ordered by provider;
15. Administers medication orally, sublingually, topically, vaginally or rectally, or by providing a single dose to a patient for immediate self-administration, or by inhalation to adults and children;
16. Performs skin tests;
17. Collects and prepares lab specimens, including urine, sputum, semen, stool, and blood;
18. Performs venipuncture or skin puncture for the purpose of drawing blood or to collect samples of blood;
19. Performs electrocardiogram tests;
20. Removes sutures or staples from superficial incisions or lacerations;
21. Performs ear lavage to remove impacted cerumen;
22. Applies and removes bandages and dressings;
23. Applies orthopedic appliances, remove casts, splints and other external devices;
24. Selects and adjusts crutches to patient and instruct patient in proper use of crutches;
25. Insures pertinent lab/x-ray, consultations, or hospital reports are in the medical record prior to provider visit;
26. Assists provider with patient examination as needed;
27. Insures that exam rooms are cleaned in between patients;
28. Stocks exam rooms as appropriate;
29. Assists in the sterilization and autoclaving of medical instruments and is able to perform biological spore testing;
30. Provides intravenous fluid therapy as ordered by provider;
31. Phones in prescription refills throughout the day as the providers approve them when needed;
32. Checks crash cart and emergency equipment daily;

33. Checks the medical refrigerator temperature daily and records in log;
34. Follows all Universal Precaution Protocols;
35. Changes biohazard bags in exam rooms at the end of each day and places them in designated areas;
36. Reports any unsafe equipment or findings to supervisor or appropriate person;
37. Assists in ordering supplies;
38. Participates in all required staff meetings including any necessary trainings.
39. Performs general office duties or other responsibilities as needed and assigned.

KNOWLEDGE, SKILL, AND ABILITIES:

1. Knowledge of: medical terminology; medical processes, and medical procedures sufficient to perform routine patient care;
2. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
3. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
4. Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
5. Possess basic computer and database software operation knowledge (NextGen), and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
9. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
10. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
11. Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
12. Possess knowledge of federal, state and local laws and regulations governing public health, principles of mental health. Laws and regulations relating to the practice of medicine and nursing;

13. Knowledge of causes, means of transmission and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems, child growth, and development.
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QUALIFICATIONS:

1. Must possess broad competency with medical and nursing skills and knowledge, and be able to effectively apply them in an ambulatory outpatient setting.
2. Must possess or be able to obtain specific regulatory knowledge as it pertains to Indian health from entities such as IHS, CRIHB, IHP, and the State of California.
3. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
4. Must possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
5. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
6. Must be able to prepare, maintain, and update physical and electronic medical records in accordance with sound medical practice guidelines and organizational need.
7. Must be able to recognize and evaluate situations which call for immediate attention of the physician and, when necessary, initiate treatment procedures essential for the life of the patient.
8. Must be able to coordinate patient referrals for specialty health care, Contract Health Services department and available telemedicine programs.
9. Must be able to collaborate with Clinic Physicians on the development, updating, and implementation of Nursing protocols and other necessary medical protocols in accordance with governing regulations and standards.
10. Must be able to assist Clinic Physicians in the coordination of hospital admissions, the development of treatment plans, and other dimensions of treatment and education.
11. Must be able to consult with other medical, mid-level, and nursing providers to ensure effective case management and to address complex or difficult patient issues.
12. Must be able to coordinate, supervise, perform, and/or review routine lab work and therapeutic procedures including injections, immunizations, debridement, suture and care of superficial wounds, and other procedures.
13. Must be able to contribute to the evaluation of clinic programs and quality improvement through participation, development, and implementation of quality improvement initiatives.
14. Must be able to attend and contribute to all required meetings/consultations including general and medical staff meetings, and all specialized committee meetings (e.g. Diabetes Care, CHS Clinical Review, GPRA, etc.) when assigned.
15. Must be able to perform general medical or administrative duties, within the appropriate scope of work, as needed and assigned.

16. Must possess a Valid California Drivers License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
17. Must pass pre-employment drug & alcohol test.
18. Must pass pre-employment physical.
19. Must pass background check.
20. Must provide an updated DMV printout upon hire.
21. Must have a working home/cell phone for immediate contact.
22. Must maintain a professional appearance and attitude.
23. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
24. Must have good communication skills and be able to effectively communicate with diverse populations.
25. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
26. Must possess experience in working in a health care facility setting.
27. Maintain confidentiality in the workplace.
28. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

EDUCATION AND/OR EXPERIENCE:

1. Graduation from an accredited Registered Nursing education program;
2. A high school diploma or equivalency is required for this position;

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid Registered Nurse License issued by the California State Board of Registered Nurses.
2. A current California driver's license and a good driving record are required for this position.
3. CPR at BCLS level, preferably ACLS and PALS.
4. Current certification to perform Venipuncture and administer injections or ability to obtain the same within 6 months

PREFERRED QUALIFICATIONS AND CONTINGENCIES:

PALS & ACLS certifications preferred

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the RN will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the RN is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The RN will move throughout the health center to meet with supervisors and co-workers, but maintains direct patient/client contact. Consequently, the RN must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER: *This position description lists the major duties and requirements for the RN position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

Employee Affirmation:

I have thoroughly read the attached position description for the position of Registered Nurse. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

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| Employee Name (Print) |
| Employee Signature |
| Date |