

POSITION DESCRIPTION

Title: Registered Nurse (RN)

Reports To: Clinic Physician

Location: Orleans Clinic

Salary: \$40,000 to \$45,000, depending on experience

Summary: The RN shall work in the Orleans Clinic under the direction of the Clinic Physician, to provide medical and nursing support services and management. Will work in conjunction with the CQI department to meet JCAHO standards. Shall work as a team player with the Medical staff to collect data and monitor Medical CQI activity. Will be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of an abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

Responsibilities:

1. Exhibits responsibility for the management of patient care areas, equipment and the ordering of supplies.
2. Sufficiently ensures the confidentiality, security and safety of patient billing records and shall comply with the requirements of the IHS Privacy Act.
3. Proficiently works under the Medical Director/Clinic Physician's supervision in the dispensing of all medications.
4. Properly supervises the Medical Assistants.
5. Appropriately and sufficiently records patient information using the SOAP format.
6. Is competent in providing medical and nursing support services, ex; assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, emergency care and triage.
7. Displays age specific competence in working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age

- Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
8. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the CQI Department to meet JCAHO Ambulatory Health Care Standards.
 9. Efficiently collects data and monitors medical CQI activities, and reports findings, outcomes, and progress to the ACQI Committee or as directed to the Karuk Council.
 10. Cooperatively serves on health committees as requested.
 11. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
 12. Cooperatively and knowledgeably assist in the development of policies, protocols, or procedures and reviews them annually.
 13. Exhibits skill in developing and providing training to medical staff and other Tribal employees as necessary.
 14. Cooperatively assist in the coordination of policies or other organization wide functions or activities.
 15. Is capably available for local and out of the area travel as required for job related training and maintains CEU's for license renewal. Is cooperative in attending all required meetings and functions as requested.
 16. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of Registered Nursing. RN or LVN=s with previous experience working in an ambulatory care clinic/acute care setting preferred.

2. Must have current CPR card including adult, child and infant CPR.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality policy.
5. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
6. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised March 24, 2005/Revised April 14, 2005

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

**** Employees must sign position descriptions annually, during their evaluation.**