

JOB ANNOUNCEMENT

POSITION: Clinical Nurse

PROGRAM: Nursing

ACCOUNT CODE: 20-3000-9010-23-6000

SUPERVISOR: Outpatient Charge Nurse

SALARY: (LPN) Grade 27-31; \$31.16 - \$37.84 (RN) Grade 32-35; \$39.73 - \$46.00,

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee Community Health Facility

OPEN: April 30, 2024

CLOSES: OPEN UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Considerations:

Because of the sensitive and trusted nature of this position, the clinical registered nurse or licensed practical nurse are subject to initial, for cause, and suspicion less (random) drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

ALL INCUMBENTS (RN AND/OR LPN)

MAJOR DUTIES & RESPONSIBILITIES

1. Prepares, administers, and records medications ordered for pediatric and adult patients using a variety of routes, IM, PO, etc. Administers IV medications within respective scope of practice, as ordered. Prepares, administers, and records treatments and emergency procedures, as ordered.
2. Observes and documents patient's response to medication and treatment. Maintains the electronic health record (EHR) with timely documentation, observations, and nursing interventions.
3. Shares in the responsibility for general upkeep of unit equipment and maintaining adequate supplies.
4. Communicates clearly, effectively, and appropriately with other staff members within the facility.
5. Work is performed on a regularly assigned basis to provide continuity of patient care and services during regular clinic hours. During disaster and emergency situations, nursing staff are subject to recall to duty.
6. Attends in-service education programs, workshops, and continuing education offerings to maintain and upgrade skills and knowledge. Participates in nursing committee activities and quality assurance projects.
7. Performs other related duties as assigned by immediate supervisor.

EDUCATION & WORK EXPERIENCE REQUIRED

1. Must possess an active license from a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States in good standing.
2. The nurse must possess current AHA BLS (CPR/AED) certification, or obtain within 30 days of hire.
3. Valid driver's license

SUPERVISORY CONTROLS

1. Incumbent is responsible for reporting on patient care to another member of the nursing team when leaving an assignment prior to completion.
2. Work is subject to review for effectiveness of operations and compliance with legal requirements, protocols, and professional standards of nursing.

GUIDELINES AND OTHER FACTORS REQUIRED

1. Knowledge of the many different types of patient care/services, and the ability to accurately and completely document all related clinical data.
2. Knowledge of the availability and use of resources designated as primary care and referral services.
3. Ability to work with all age categories from infant to geriatric patients, age-specific criteria must be adhered to.
4. Guidelines are available in the form of policies and procedures that cover the nursing care provided; however, reference to written guidelines is not usually necessary. Guidelines may change frequently, based on evidence-based practices; therefore, it is each nurse's responsibility to maintain competency and up-to-date on changes.
5. Lab reports, consultation reports, patient medical history, and plan of care are also used to guide patient care. Incumbent varies the order and sequence of assigned procedures based on the patient condition and uses judgment in selecting the most appropriate application of the guidelines.

SUMMARY OF FUNCTIONS

1. Nursing care and services are preformed primarily in the Outpatient Department of the Owyhee Community Health Facility.

COMPLEXITY

Work assignments consist of nursing care duties that involve related steps, processes and methods when performing personal care, diagnostic support procedures, treatment procedures, the preparation and administration of medications, patient charting, and providing patient education.

SCOPE & EFFECT

The scope of nursing services involves understanding of the patient care plan and medical history, the nature of various chronic and acute illnesses and diseases, and the standards established by the nursing and medical care teams. The quality of work and each team member's behavior affects the attitude and satisfaction of the patients; therefore, it is imperative to present oneself in a friendly, professional, and competent manner.

PERSONAL CONTACTS

The employee has contact with patients, nurses, doctors, and supporting personnel in the Owyhee Community Health Facility. Incumbent has contacts with family members in addition to the incumbent contacts listed above.

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PURPOSE OF CONTACTS

Contacts with patients are for the purpose of providing a range of nursing care and motivating patients to accept the care and to learn self-care. Contacts with nurses are for the purpose of providing timely information required to plan, coordinate, and carry out a patient care plan. Contacts with doctors are for the purpose of receiving instructions concerning diagnostic procedures. Family contacts are for the purpose of motivating family members to accept the patient and the patient's illness.

PHYSICAL DEMANDS

Work requires long periods of regular and recurring waking, standing, and stooping.

WORK ENVIRONMENT

Work is performed in the clinic setting requiring normal safety precautions. Work assignments are based on clinic needs.

PRIVACY ACT OF 1974

No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains [subject to 12 exceptions]. 5 U.S.C. § 552a(b)

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

HIPAA limits disclosure of protected health information (PHI) without patient authorization and identifies patient rights to their healthcare information and their ability to obtain a copy of their medical records. All healthcare employees have a duty to maintain confidentiality of protected information, in the work setting and off duty, including social media or any other means of communication.

REGISTERED NURSE (RN)

SUMMARY OF FUNCTIONS FOR THE REGISTERED NURSE

The RN incumbent is a member of the health care team and performs professional nursing duties. Under the general direction of the Nursing Administrator, the RN will plan, implement, and evaluate nursing care plans, and provide for the coordination of services as specified in the patient plan of care.

MAJOR DUTIES & RESPONSIBILITIES

1. Coordinates and directs the care of patients in clinic. Participates in patient care service planning, which involves assessment and evaluation of adult and pediatric patients.
2. Participates in the development of policies and procedures to enhance patient care outcomes. Plays an active role in performance improvement projects.
3. While not a charge position, the RN accepts responsibility to provide general supervision and instruction to LPNs, CNAs, and MAs, as directed.
4. Interviews patients and family members. Consults with attending provider and staff from other departments to determine health care services required.
5. Reviews and interprets findings to distinguish between normal and abnormal conditions during patient screening and assessment. Reports critical lab values and abnormal radiology findings immediately to the attending provider.
6. The RN provides guidance, direction and training to ancillary staff. After successful completion of six-month probationary period, assist with providing orientation and training to new clinic personnel.
7. Provides counseling and teaching to patients and families on preventive, curative, and rehabilitative measures to achieve optimal health potential.
8. Participates in the development and evaluation of standards of nursing care for adult and pediatric patients.

EDUCATION & WORK EXPERIENCE REQUIRED

Associate degree or nursing diploma required. Bachelors' degree in nursing preferred.

SUPERVISORY CONTROLS

The RN, in collaboration with the Nursing Administrator, makes worksite assignments and coordinates guidance on complex and/or modified nursing procedures and techniques. The RN independently plans and provides comprehensive nursing care and services without specific instructions. The RN may discuss difficult or unusual problems with the Nursing Administrator.

KNOWLEDGE REQUIRED BY THE POSITION

1. The RN must have knowledge of professional nursing standards of care, principles, and practices. Critical thinking and assessment skills, which include consideration of the physical, emotional, spiritual, and socio-cultural aspects of care impacting healthcare services and delivery.
2. The RN must have knowledge of various disease processes, in order to recognize complications that might occur in adult and pediatric patients and the therapeutic interventions required.
3. Knowledge of pharmaceuticals and adult and pediatric dosages, in order to recognize desired therapeutic effect, side effects, contraindications, and complications of their use.
4. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience, and reliability.
5. The RN must have the ability to recognize adverse signs and symptoms in adult and pediatric patients, which are not always apparent, and to react promptly in emergency situations, including the implementation of life-saving procedures.
6. Skill in operating specialized medical equipment.
7. Ability to develop or participate in developing, patient care plans using established standards for the delivery of nursing services.
8. Ability to provide individual and family guidance and health instruction to help patients and their families understand how to prevent disease and maintain good health.
9. The RN incumbent must possess the ability to provide guidance to other nursing personnel.
10. The RN incumbent will participate in the coordination of patient services, and discharge planning as an active member of the Aftercare Committee.

GUIDELINES AND OTHER FACTORS REQUIRED

Guidelines include provider's orders, standing orders, nursing policies and procedures, and facility-wide policies. The RN uses judgment in determining a course of action when a number of options are present. For example, a change in an adult or pediatric patient's condition may warrant continual direct observation, notifying the primary provider of status change, coordinating with EMS for transfer to a higher level of care, and/or immediate initiation of ACLS or PALS protocols based on provider's orders.

LICENSED PRACTICAL NURSE (LPN)

SUMMARY OF FUNCTIONS

Works under the direction of the Nursing Administrator or a registered nurse. The Licensed Practical Nurse performs a variety of nursing care tasks involving standardized procedures requiring knowledge and consideration of specific patient conditions and treatments. The incumbent must possess the ability to work independently within the LPN scope of practice in completing assignments.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct, individualized nursing care to patients based on the application of scientific principles, and the nursing process.
2. Shares responsibility for the planning, implementation, and, evaluation of nursing care plans and nursing care within the LPN scope of practice.
3. Screens and collects patient health status, prioritizing care by established protocols and guidelines. Reports to the Nursing Administrator or designee on emergent or high priority cases. Follows screening protocols by reviewing designated criteria for the Outpatient Department.
4. Participates in emergency care during patient stabilization while awaiting transport to a higher level of care.
5. Records information concisely, accurately, and completely.
6. Performs other related duties as assigned.

EDUCATION & WORK EXPERIENCE REQUIRED

1. It is preferred that the LPN incumbent has training and experience with IV insertion/removal; as well as fluid administration, as allowed by scope of practice.

SUPERVISORY CONTROLS

1. Incumbent sets priorities and deadlines for patient care without prompting from the supervisor. The supervisor and designee are available to assist with unusual situations, which do not have clear protocols/guidelines.
2. Incumbent plans and carries out patient care independently in accordance with patient care/treatment plans, patient's charts, and instructions from the nursing/treatment team without specific instructions for each patient's condition and modifies nursing care as conditions warrant.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of a variety of standard assignments requiring valid licensure in good standing as a practical nurse and work experience that demonstrates skill sufficient to resolve recurring problems in carrying out nursing care. Nursing care requires:
 - a. Knowledge and skill sufficient to use a body of standardized patient care procedures for ill patients and related nursing care such as administering medications (e.g. oral, otic, optic, intramuscular, subcutaneous, intradermal, topical), inserting/removing peripheral IVs and administering fluids (in accordance with training and scope of practice), performing urinary catheterization, irrigating and dressing wounds (including negative pressure wound therapy), and suctioning patients, as indicated and ordered; and documenting all nursing care.
2. Knowledge of standard medical terminology as it relates to human anatomy, as well as physical and emotional reactions relating to nursing care. Knowledge of pharmacology and contraindications to medications. Sufficient skill providing and gathering information during patient care and family conferences with nurses, doctors, patients and family members.
3. Practical knowledge of the physical, emotional, spiritual, and socio-cultural aspects of patient behavior, and skill sufficient to understand motivations and reactions for the purpose of promoting interpersonal relations with patients and family members.
4. An understanding of disease processes and illnesses, with skill sufficient to teach patients self-care and to impress upon patients and family members the necessity to continue the plan of care for good health.

OCHF REQUIREMENT(S) FOR ALL NEW HIRES BEFORE FIRST DAY

Per the Office of Public Health, Investigations, and Epidemiology (OPHIE) at the Nevada Department of Health and Human Services Division of Public and Behavioral Health, the following must be met.

1. Before an employee or independent contractor first commences to work in a medical facility, including an outpatient facility, the employee or independent contractor must have a:
 - a. Physical examination or certification from a healthcare provider which indicates that the employee or independent contractor is in a state of good health and is free from active tuberculosis and any other communicable disease; **and**
 - b. Tuberculosis screening test within the preceding 12 months, including persons with a history of bacillus Calmette-Guerin (BCG) vaccination. If the employee has only completed the first step of a 2-step Mantoux tuberculin skin test within the preceding 12 months, then the second step of the 2-step Mantoux tuberculin skin test or other single-step tuberculosis screening test must be administered.

2. An employee or independent contractor who has a documented history of a positive tuberculosis screening test shall, not later than 6 months after commencing employment, submit to a chest radiograph or produce documentation of a chest radiograph* and be declared free of tuberculosis disease based on the results of that chest radiograph. Such an employee or an independent contractor:
 - a. Is exempt from screening with blood or skin tests or additional chest radiographs; **and**
 - b. Must be evaluated at least annually for signs and symptoms of tuberculosis.

*The DPBH TB Program **recommends** obtaining a chest x-ray/radiograph within 30 days.

Please note: TB skin testing is offered without cost to employees at OCHF. The new hire may call ahead and schedule time for testing with the Infection Control / Employee Health Nurse before their start date. *If the new hire arrives to the facility without record of the above requirement(s), they will not be able to start working until they provide the records or documentation to the Infection Control / Employee Health Nurse or their designee.*

Reference

Office of Public Health Investigations and Epidemiology. Division of Public and Behavioral Health. *Healthcare Facilities Tuberculosis Screening Manual*. July 2016 (Revised January 2020). Carson City, Nevada.