

CORRECTED JOB ANNOUNCEMENT

POSITION: Nurse Practitioner
PROGRAM: OCHF Clinical Services
SUPERVISOR: Medical Director
SALARY RANGE: \$208,416.82 Annually (Grade_50, Step 06)
CLASSIFICATION: EXEMPT
LOCATION: Owyhee, Nevada

OPENS: June 22, 2022

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.

Position Summary:

The Nurse Practitioner performs professional nursing services within the scope of his/her license and training. Provides services consistent with the stated goals of assisting community members maintain or increase their level of health by various medical practices or routines.

Duties and Responsibilities:

1. Interview patients and family members and consults with attending physicians, and other staff members to determine and evaluate the kind of health and physical care required.
2. Reviews and interprets findings to distinguish between normal and abnormal condition during patient screening-triage.
3. Carries out treatment and emergencies or other procedures required, administer medications, observe and document patient's conditions, changes reactions to medications and medical treatment.
4. Provides guidance and counseling to patients and families on prevention, curative and rehabilitative measure involving health care.
5. Maintain records and reports on patients, program activities, and other related information.
6. Telephone triage of urgent and same day appointments.
7. Other duties as assigned.

Minimum Qualifications:

Basic Education: Masters-prepared or Doctoral-prepared nurse practitioners obtained from program accredited by the Commission on Collegiate Nursing Education.

Licensure: Valid RN and APN (NP) license in any state, U.S. territory or commonwealth, or the District of Columbia. Must show evidence of prescribing and dispensing authority.

Board Certification:

1. Certification from a national certifying agency recognized by the National Council of State Boards of Nursing.
2. Adult and Geriatric-Should hold current certification as a Nurse Practitioner in the area of Acute, Adult, Family Medicine or Gerontology by a national nurse certification.
3. Pediatrics – Should hold current certification as a Nurse Practitioner in the area of Pediatrics or Family Medicine by a national nurse certification organization.
4. National certification must be obtained within 12 months of graduation from an approved program.

Previous Experience: Active practice or completion of training in the field of advance practice nursing (nurse practitioner) in the last six months.

- A. Demonstrated ability to plan, organize, and carryout nursing activities in a clinical setting.
- B. Able to work effectively with individuals and/or families to assist them in satisfactory solution(s) to health relationships with others.

- C. Ability to analyze situations accurately and take effective action.
- D. Confirmed ability to effectively communicate both verbally, and in writing to various individuals, cultures and groups.
- E. Valid Nevada driver's license and reliable transportation.
- F. Must possess a current CPR, ACLS, PALS, and Trauma Nurse certification.

Physical Demand

Ability to meet the physical demands of walking, standing, bending, and some lifting during the performance of normal duties.

HIPAA Privacy Act- (Significant Facts):

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

Scope of Review/Parameters for HIPAA Compliance by Designated SOW:

- i. PRMS Review/Access of Patient Health Summary **cannot change or alter.**
- ii. Request specific medical records for clinical departments i.e., medical, dental, optometry, diabetes, etc., review medical information, medications, and document patient care visit.
- iii. Review by request-(**ONLY**) for specific medical record visit(s), authorization for release of medical information, referral information, and patient care issues/documentation from within the Medical Records Department.

Access to RPMS (Resource & Patient Management System):

- Patient Health Summaries
- For viewing only, no access to make corrections or changes