

REVISED JOB ANNOUNCEMENT

POSITION: Infection Control/Employee Health Nurse
SALARY: \$35.47 Hr. – \$47.47 an hour (Grade 29 – 35, Step 01),
SUPERVISOR: Nursing Administrator
DEPARTMENT: Nursing
CLASSIFICATION : Non-EXEMPT
LOCATION : Owyhee, NV

OPENS: November 18, 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 CONSIDERATION: Sensitive and trusted nature of this position is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and elders. This person operates tribal vehicles and/or equipment in the course of their employment.

SUMMARY OF JOB FUNCTIONS:

The infection control/employee health nurse is an individual with knowledge of CDC guidelines and definitions of healthcare associated and community acquired infections, federal and state regulations. This individual has oversight over all infection control and prevention related activities within the organization. This individual will also be responsible for all functions of the employee health program and for providing clinical employee health services at OCHF. While the primary duties will be related to Infection Control and Employee Health, this does not regularly demand many hours, therefore, the incumbent will routinely be assigned to provide services as an LPN (or RN) in the Outpatient Department of the Owyhee Community Health Facility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Promote the mission, vision and values of the organization.
- Must have strong computer and research skills to ensure they remain up-to-date with new developments, best practices and a standards of care within the field of health care.
- Will be required to establish standard methods of care, utilizing evidence-based practice and best practice standards.
- Will be required to establish and implement infection control and employee health orientation programs, alongside the departmental directors, throughout the facility.
- Must demonstrate an ability to teach principles and practical application of infection control to all levels of healthcare personnel.
- Responsible for policies and procedures within the organization related to infection control and employee health.
- Supports administration with employee health databases, maintains complete and accurate employee health records, separate from the Medical Record.
- Ensures compliance with state and federal requirements, accreditation bodies, and OCHF policies and clinical responsibilities.
- Participates as an integral team member, collaborating with various departments and colleagues, including safety officer, human resources, quality officer and others as needed to advocate for employee health and safety.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Will develop, along with human resources, policies and procedures for pre-employment and on-boarding processes for employees.
- Will be responsible for all pre-employment testing and vaccination processes, initial and annual N95/TB/influenza testing and/or vaccinations, the management of potential blood exposures, employee illness, and disease outbreaks.
- Responsible for coordinating the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.

- Use epidemiological principles and statistical methods to design, implement and evaluate infection prevention and control strategies.
- Provides consultation and education to staff, providers and community leaders in respect to infection prevention and control.
- Coordinate with all departments to determine the direction of surveillance activities and actively evaluate effectiveness of the infection prevention and control plan annually.
- Conduct risk assessments at least annually and as needed with consideration of served population, regional vulnerabilities, relevant statistical data, and new and emerging infectious diseases.
- Notify the county and/or state Health Department of any reportable diseases, adhering to all county and state procedures.
- Develop and implement, continuously improve patient care procedures and control mechanisms relating to quality, compliance and infectious diseases.
- Participate in infection prevention and control education of all employees during orientation and annually thereafter, including classes in infection prevention and control practices and employee health.
- Ensure the infection prevention and control procedures meet CMS, county, state, and CDC regulations, standards or guidelines.
- Other duties as assigned by supervisor.

Additional Nursing Duties in Outpatient Clinic:

- Provides direct, individualized nursing care to patients based on the application of scientific principles, and the nursing process.
- Shares in the responsibility for general upkeep of unit equipment and maintaining adequate supplies.
- Shares responsibility for the planning, implementation, and evaluation of nursing care plans and nursing care.
- 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.
- Prepares, administers, and records medications in accordance with the policy regarding the administration of medication by licensed practical nurse.
- Screens and assesses patients prioritizing by established protocols and guidelines. Reports to Nursing Administrator or designee on emergent or high priority cases. Follows screening protocols by reviewing designated criteria for the Outpatient Department.
- Participates in emergency care during patient stabilization while awaiting transport to a higher level of care.
- Records information concisely, accurately, and completely.
- Performs other related duties as assigned.

PROFESSIONAL REQUIREMENTS:

- Adhere to address code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Participate in performance improvement in continuous quality improvement activities.

QUALIFICATIONS:

- Minimum of 3 years' experience in healthcare required.
- Current state nursing license (RN or LPN); unencumbered in the United States.
- Bachelor's degree BSN highly desirable but not required.
- Current basic life support (AHA BLS) certification.
- Must be proficient and have a strong working knowledge of Microsoft Office: Excel and Word.
- Valid state driver's license required

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented and capable of exploring innovative solutions to solve complex problems and address issues.
- Ability to compile, code and categorize, or verify information/data.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in complex situations.
- Ability to work independently, exercise creativity and maintain a positive attitude.
- Ability to manage multiple simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial, and legal information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, with excellent verbal and written communication skills.
- Ability to handle difficult situation involving patients, providers or others in a professional manner.

KNOWLEDGE REQUIRED TO PERFORM CLINIC DUTIES:

- 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:

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 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.

- 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.
- 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.
- 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.
- Ability to work with all age categories to include infants and geriatric patients, age-specific criteria must be adhered to.

LPNs must have training and experience with IV insertion/removal, as well as IV fluid administration. Simulation and didactic review may be provided by the facility, only to test competence before performing.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Position may require travel between the clinic and off site departments.
- May be up walking on feet up to 8 hours a day.
- May need to sit for 2 – 6 hours per day.
- Pushing and pulling heavy objects.
- Full range of body motion including handling and lifting.
- Light to moderate work with 30 pounds maximum weight to lift and carry.

- Position requires reaching, bending, stooping and handling objects with hands and/or fingers, talking and/or hearing and seeing.
- Potential for exposure to blood, bodily fluids, and communicable diseases – proper use of Personal Protective Equipment (PPE) required.