

JOB ANNOUNCEMENT

POSITION: Licensed Practical Nurse
SALARY: \$25.78 - \$31.04 Hr. (Grade 25-29)
SUPERVISOR: Public Health Nurse
PROGRAM: Community Health
CLASSIFICATION: NON-Exempt
LOCATION: Owyhee, Nevada

OPENS: June 15, 2021

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:

Because of the sensitive and trusted nature of this position, the Licensed Practical Nurse is subject to initial, for cause, and 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 operates Tribal vehicles and/or equipment in the course of their employment.

INTRODUCTION:

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. Work is performed under the general direction and supervision of the Public Health Nurse.

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides basic nursing care to patients, both adult and pediatric, with a variety of illnesses, injuries, and chronic conditions.
2. Takes and records vital signs. Observes patient for a change in vital signs, reporting adverse symptoms to an RN or provider.
3. Assists in gathering data from the patient and/or family in order to help in the formation of a nursing care plan.
4. Monitors flow of parenteral fluids. If IV certified, may initiate IV therapy for hydration.
5. Takes necessary emergency measures, i.e., institutes CPR, when indicated, and participates in codes as a member of the health care team.
6. Utilizes universal precautions, and complies with other infection control and safety mandates.
7. The incumbent screens and assesses patients prioritizing by established protocols and guidelines. Reports to an RN or provider any emergent or high priority cases. Follows screening protocols by reviewing designated criteria, i.e., immunization status, patient education needs, allergy history, etc.
8. Attends staff meetings, in-services, and participates in multi-departmental committees to ensure continuity of patient care. Supports Owyhee Community Health Facility quality improvement process and other designated clinical programs.

UNDER THE DIRECTION OF A PROFESSIONAL NURSE:

1. May administer prescribed medication including oral, subcutaneous and intramuscular injections. Doses requiring computation and dangerous drugs (such as insulin, pitocin, heparin, cortisone, etc.) are checked by the professional nurse for accuracy prior to administration.
2. Administers prescribed treatments such as irrigations, inhalation therapy including oxygen, and nebulizer treatments. Performs urinary catheterization; closed bladder irrigations; and application of sterile and clean technique dressings.
3. Assists physician with procedures such as suturing, joint injections, throat and other cultures by setting up specialized trays, accurately collecting and labeling sterile and unsterile specimens. Assures safe handling of specimens and delivers promptly to laboratory.

4. Shares in the responsibility of the initiation and maintenance of the patients EHR. Records observations relative to patient's condition and reaction, treatment, and nursing care given.
5. Shares in the responsibility for general upkeep of department equipment, maintaining adequate supplies. Complies with equipment cleaning schedule and patient room cleaning between patients. Follows beginning of shift and end of shift infection control measures.
6. Participates in patient/family teaching regarding personal hygiene, health habits, and home care. This instruction may include health promotion and disease prevention, application of dressings, colostomy care, irrigations, use of crutches, braces, and other orthopedic devices, and the use and storage of medicines.
7. Attends educational programs, workshops, and continuing education offerings to maintain and upgrade skills and knowledge. Participates in nursing committee activities, and department meetings.
8. Must maintain current licensure as LPN in good standing in any state to be eligible for continued employment.
9. Must maintain current CPR and AED certification to be eligible for continued employment.

KNOWLEDGE REQUIRED BY THE POSITION:

1. Knowledge of a variety of standard assignments requiring licensure 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 skills sufficient to use a body of standardized patient care policies and procedures for a wide variety of patients and related nursing care such as administering medications, catheterizing, irrigating, suctioning patients; and other supporting procedures.
2. Knowledge and skill sufficient to use equipment, materials, medications, and supplies in diagnostic and treatment procedures that support the care of patients.
3. Knowledge of the standard medical terminology for the human body, physical and emotional reactions, nursing care, pharmacology, and contraindication to medications. Skill sufficient to provide and gather information in patient care and family conferences with nurses, doctors, patients, and family members.
4. 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.
5. An understanding of diseases and illnesses and skill sufficient to teach patients self care and to impress upon patients and family members the necessity to continue the procedures as proper health care.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. The LPN must possess current BLS/CPR and AED training. ACLS and PALS Certifications are preferred.
2. The LPN must have training and experience with IV insertion/removal; as well as fluid administration, if allowed by Scope of Practice.
3. Prefer experience with dressing changes (including negative pressure systems) and indwelling catheter care (including male/female urethral and suprapubic catheterization).

SUPERVISORY CONTROLS:

Incumbent sets routine priorities and deadlines for patient care without prompting from the supervisor. The Public Health Nurse or designee is available to assist with unusual situations, which do not have clear protocols or guidelines.

Incumbent plans and carries out patient care independently in accordance with patient care/treatment plans, patient records, and instructions from treatment team without specific instructions for each patient's condition. Incumbent will provide oversight of CHRs/CNAs to ensure assigned patient cares are provided and documentation is completed thoroughly and in a timely manner.

GUIDELINES:

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. Other guidelines include patient care plans, and the patient's medical history. Incumbent varies the order and sequence of assigned procedures based on the patient's condition and uses judgment in selecting the most appropriate application of the guidelines.

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 documentation, and patient teaching.

SCOPE & EFFECT:

The scope of nursing service involves an understanding of the patient care plan and medical history, the nature of the illnesses or diseases, and the standards established by the nursing care team. The work comprises a segment of the nursing care program. Nursing care affects the attitude of patients and the accuracy and acceptability of further nursing services.

PERSONAL CONTACTS:

The employee has contact with patients, family members, nurses, doctors and supporting personnel within the medical facility.

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 or treatments. Family contacts are for the purpose of motivating family members to accept the patient and the patient's illness.

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.