

# **JOB ANNOUNCEMENT**

**POSITION:** Outpatient Charge Nurse  
**PROGRAM:** Nursing  
**ACCOUNT CODE:** 20-3000-9010-24-6000  
**SUPERVISOR:** Nursing Administrator  
**SALARY:** Grade 33-36; \$86,798.40-\$100,484.80  
**CLASSIFICATION:** Exempt  
**LOCATION:** Owyhee Community Health Facility

**OPEN: March 26, 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 Outpatient Charge Nurse is 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.

## **SUMMARY OF FUNCTIONS**

Under the general supervision of the Nursing Administrator, the Outpatient Charge Nurse will plan, implement, and evaluate nursing care plans, supervise day-to-day activities of clinic support staff (e.g., LPN, CNA, MA); and provide for the coordination of services as specified in the patient plan of care. The incumbent is responsible for the smooth and efficient patient flow within the clinic. They will delegate assignments and provide supervision for the support staff in accordance with their level of training and the patient's acuity.

## **MAJOR DUTIES & RESPONSIBILITIES**

1. Mentor and train new staff in the outpatient area while providing support and guidance to all staff members.
2. 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.
3. Participates in the development of policies and procedures to enhance patient care outcomes. Plays an active role in performance improvement projects.
4. The RN accepts responsibility to provide leadership, supervision, and instruction to LPNs, CNAs, and MAs, as directed. Ensures SPT employee work rules are followed in the clinical setting.
5. Interviews patients and family members. Consults with attending provider and staff from other departments to determine health care services required.
6. 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.
7. The RN provides guidance, direction and training to ancillary staff. After successful completion of six-month probationary period, provides orientation and training to new nursing personnel.
8. Provides counseling and teaching to patients and families on preventive, curative, and rehabilitative measures to achieve optimal health potential.
9. Participates in the development and evaluation of standards of nursing care for adult and pediatric patients.

## **EDUCATION & WORK EXPERIENCE REQUIRED**

1. Associate's degree or nursing diploma required. Bachelors' degree in nursing preferred.
2. Must possess an active registered nurse license from a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States in good standing.

3. The nurse must possess current AHA BLS (CPR/AED) certification, or obtain within 30 days of hire.
4. Valid driver's license

## **SUPERVISORY CONTROLS**

The Charge Nurse, in collaboration with the Nursing Administrator, makes worksite assignments and coordinates guidance on complex and/or modified nursing procedures and techniques. Independently plans and provides comprehensive nursing care and services without specific instructions. The nurse 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 Charge Nurse incumbent must possess the ability to provide guidance and leadership 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**

1. 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.
2. Knowledge of the many different types of patient care/services, and the ability to accurately and completely document all related clinical data.
3. Knowledge of the availability and use of resources designated as primary care and referral services.
4. Ability to work with all age categories from infant to geriatric patients, age-specific criteria must be adhered to.
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.

## **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.

## **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.

## **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.

## 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.