



Job Title: Clinical Nurse Educator and Infectious Control Officer
Department: Medical
Reports to: Clinical Services Administrator
FLSA Status: Exempt
Salary Grade: \$70,990.40 – \$99,382.40
Location: Coos Bay/North Bend/Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Clinical Services Administrator, the Clinical Nurse Educator oversees the Ko-Kwel Wellness Center's infection control and clinical employee training. The position collaborates with the administration and providers to create policy and procedure, provide quality control, supervise infection control and clinical practices, verify competency and training to ensure care and safety of patients and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establishes and implements infection control plan and new hire orientation programs for clinical staff, alongside the departmental directors, throughout the Ko-Kwel Wellness Centers.
2. Create and implement training programs for clinical staff aimed at improving clinical processes and procedures in collaboration with the CMO including skills and equipment pass offs.
3. Seeks to improve the patient experience through advocacy and education.
4. Collaborates with CMO and Clinical Services Administrator for maintaining and improving clinical skills through professional development and services as a role model for other clinicians.
5. Identifies educational and training needs of the staff through daily rounds, observing staff performing direct patient care, and discussing needs at unit, leadership, and professional practice meetings.
6. Disseminates recent innovations and research findings relevant to nursing practice and patient outcomes. Keeps current with emerging best practices.
7. Serves as a resource for Epic / EMR utilization for clinical staff training, partnering with the IT department.
8. Attends and actively participates in department meetings as needed as well as various other meetings as requested.
9. Assists with revising and updating policies and procedures within the organization related to infection control and clinical processes.
10. Coordinate and provide onboarding training to ensure current competence in infection prevention strategies to all KWC staff and janitorial team and annually thereafter.
11. Coordinating the KWC Annual Infection Control Risk Assessment in conjunction with the In, Direct Care Committee, and HWD QI Coordinator.
12. Keeps current with CDC Infection Control information and guidelines regarding any infectious outbreaks. in order to assist Chief Medical Officer with tracking and documenting patient and employee exposures, and implementing appropriate infection control protocols.
13. Implement the HWD infection control plan in accordance with CDC and AAAHC standards. Annually review the infection control plan and update as needed.
14. Provides consultation and education to staff and community leaders in respect to Infection Prevention & Control.
15. Performs bloodborne pathogen exposure assessment, treatment, and follow up.
16. Coordinates preventative screening programs (e.g. TB skin testing, influenza, hepatitis B,

MMR, varicella and other appropriate immunizations).

17. Notify the County and/or State Health Department of any reportable diseases, adhering to all. Internal county and state procedures.
18. Works with Quality Committee to develop and implement continuously improved patient care. Procedures and control mechanisms relating to quality, compliance, and infectious diseases.
19. Performs other duties as assigned including but not limited to clinical duties as needed for cross coverage in the medical clinic.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the health Center vehicles, employee-owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Knowledge of medical equipment and instruments to administer patient care, including EKG machine, PFT machine, AED, and Nebulizer.
3. Ability to operate an electronic health records system and/or electronic patient management system.
4. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Capacity to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Knowledge of medications and injection procedures.
7. Ability to assess the specific age-related needs of patients.
8. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
9. Knowledge of regulations on the confidentiality of medical records and Personal Health Information in alignment with HIPAA standards.
10. Knowledge of current infection control standards as defined by the CDC, APIC or AORN.
11. Knowledge of medical terminology.
12. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
13. Ability to make decisions independently in accordance with established medical protocol, standing orders, and policy and procedures.
14. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
15. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.

QUALIFICATIONS

1. Requires an Associate's Degree in Nursing (ADN) or Bachelor of Science of Nursing (BSN) from an accredited college or university.
2. Current Oregon Nursing License.
3. Minimum one (1) year experience as a registered nurse in an outpatient setting.
4. Experience overseeing an infection control or employee health program preferred.
5. Computer experience required.
6. Electronic Health Record experience required.
7. First Aid/CPR certification required or ability to obtain within 90 days of employment.
8. Valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier.
9. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.