



Job Title: Clinic Nurse
Department: Medical
Reports to: Clinical Services Administrator
FLSA Status: Exempt
Salary Grade: \$74,942.40 - \$104,915.20
Location: Coos Bay

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 Clinic Nurse will assist the medical providers in caring for patients and ensure that healthcare services take place in an efficient, professional environment. The Clinic Nurse will contribute to supporting the Tribe's holistic health and wellness mission for patients and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist medical providers in delivering medical care for clinic patients as well as assisting with diagnostic and therapeutic procedures as assigned. Including suturing, wound debridement, wound dressing venipuncture, injections and others as appropriate.
2. Triage medically related phone calls, coordinate response in accordance with established policies, procedures, and protocols.
3. Obtain preliminary health history and complete nursing assessments recognizing the range of normal and the manifestations of common abnormalities.
4. Perform established routine tasks, laboratory tests, diagnostic procedures, and consultation services.
5. Support patient disease management by educating patients and families about self-care including adherence with treatments, medications, movement, nutrition, and preventive health measures and guidelines.
6. Promote continuity of care by delivery of medical information per PCP direction, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in the health care of patients.
7. Support and encourage patients to complete evidence based, age and gender appropriate preventative health care screenings, procedures, and assessments.
8. Improve access and referral to health promotion and disease prevention programs within the Tribal and greater community.
9. Support the implementation of the HWD Infection Control Plan in accordance with Center for Disease Control (CDC) and Accreditation Association for Ambulator Health Care

- (AAAHHC) and CARF (Commission on Accreditation for Rehabilitation Facilities) standards. Annually review the infection control plan and update as needed.
10. Assist with revising and updating policies and procedures within the organization related to infection control and medical clinic workflows.
 11. Coordinate with Department leads to assure that new employees demonstrate competency in infection prevention techniques.
 12. Coordinate the KWC Annual Infection Control Risk Assessment in conjunction with the Infection, and HWD QI Coordinator.
 13. Keep current with CDC Infection Control information and guidelines regarding any infectious outbreaks, assist with tracking, documentation of exposures, and implementing appropriate infection control protocols.
 14. Perform bloodborne pathogen exposure assessment, treatment and follow up.
 15. Coordinate staff infection control preventative screening programs (e.g. TB skin testing, influenza, hepatitis B, MMR, varicella and other appropriate immunizations).
 16. Notify the County and/or State Health Department of any reportable diseases, adhering to all internal county and state procedures.
 17. Work with Quality Improvement Committee to develop and implement processes to improve patient care, procedures and control mechanisms relating to quality, compliance and infectious diseases. Reports out quarterly on FDA medication and device recalls.
 18. Responsible for assessing KWC compliance with AAAHC and CARF Standards related to Infection Prevention and Control and provide support to QI Coordinator with compliance efforts including procedure development and evidence collection in preparation for next accreditation cycle site visit.
 19. Provide an annual infection control report to the HWD Executive Board of Directors.
 20. Perform other duties as assigned.

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
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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 or ability to attain one within 120 days of employment.
3. Minimum one (1) year experience as a registered nurse in an outpatient setting is preferred.
4. Experience working in a Tribal healthcare facility preferred.
5. Computer experience required.
6. Electronic Health Record experience required.
7. CPR/BLS 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.