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**FEATHER RIVER TRIBAL HEALTH**

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**POSITION DESCRIPTION**

**JOB TITLE: REGISTERED NURSE (RN)**

**Grade: 10/11**

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<b>Reports to:</b>	<b>Medical Director</b>	<b>Department:</b>	<b>Medical/Nursing</b>
<b>Classification:</b>	<b>Non-Exempt</b>	<b>Supervises:</b>	<b>None</b>

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**POSITION SUMMARY:**

Under general supervision of the Medical Director relates effectively with other health providers and clinic staff to ensure continuity of care; maintains satisfactory relations with other departments; participates in all phases of education; maintenance of records and upgrading of policies, procedures and skills of personnel; and assists with the Screening Desk. Operates within the scope of the Nursing Practices Act and maintains standards consistent with the level of care set by Title 22.

**ESSENTIAL FUNCTIONS:**

1. Manages clinical duties of nursing staff and performs administrative functions as assigned by the Deputy Director.
2. Interviews patients to obtain appropriate health history and/or immunization status.
3. Performs screening tests for which the individual has been prepared by education and experience.
4. Maintains records and documents all necessary information in the patient health record.
5. Takes vital signs and measurements (i.e. height/length and weight).
6. Administers specified medication, orally or by subcutaneous or intramuscular injection and notes time and amount in patient's health record.
7. Collects samples, such as urine, blood and sputum from patients for testing and performs routine laboratory tests on samples.
8. Sterilizes equipment and supplies, using germicides, sterilizer or autoclave.
9. Provides consistent level of nursing care set by Title 22 by planning, organizing, implementing and directing the nursing functions of patients of the organization.
10. Maintain acceptable standards of patient care and documentation.
11. Creates a positive work environment for providers and staff.
12. Accurately and promptly implements physician's orders.
13. Maintains the standards of accurate and complete recording and reporting.
14. May participate in planning changes and improvements, as requested.
15. Supports and enforces infection-control policies and procedures.
16. Assists clinical staff in their need for supplies and equipment on hand and maintains standards of cleanliness and organization within the Medical Clinic area.
17. Assists in the oversight of the maintenance of all logs of equipment, medications, and stock supplies to assure all items are current, removing and disposing of outdate materials and submitting requests for needed items.
18. Assists, as requested, in reviewing and revising policies and procedures.
19. Maintains a professional approach with confidentiality.
20. Participates and documents in women's, family, and immunization programs.
21. Participates in the functions of the Screening Desk as it relates to prioritization of patient care.
22. Assist providers with follow-up of all abnormal test results.
23. Implement appropriate patient teaching that is directed toward preventing illness and maintaining health in cooperation with and as directed by providers and the Medical Director.

**ADDITIONAL RESPONSIBILITIES:**

1. Assist other staff members in development and maintenance of department goals, objectives, policies and procedures.
2. Participates in orientation and in-service training for personnel as requested.
3. Attends all trainings, meetings and conferences as required, including continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license.
4. Meet deadlines for duties and assigned projects in a timely, efficient manner.
5. Participates in ongoing quality improvement monitoring and activities.
6. Identify victims of child and adult abuse, assault and domestic violence, and provides intervention, makes referrals as necessary, and reports to appropriate agency.
7. Contributes to the attainment of the goals of the organization by promoting working relationships within the organization and contacts with individuals and agencies in the community in an effort to contribute to better public understanding of health services.
8. Learn and implement electronic health records functions as they continue to evolve.
9. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Demonstrate a combination of maturity, judgment, experience and confidence to practice independently in a variety of challenging situations.
2. Ability to prioritize and work in a fast paced, challenging environment requiring several tasks being managed at any time.
3. Ability to work productively and effectively with individuals and with professional and other groups within the community; to gain satisfaction through growth and development of others; to efficiently plan and execute work; to seek and use supervision and consultation; to exercise good judgment; and to communicate effectively with individuals and groups both orally and in writing.
4. Identify victims of child and adult abuse, assault and domestic violence, and provides intervention, makes referrals as necessary, and reports to appropriate agency.
5. Exercise balanced judgment in evaluating situations and making decisions.
6. Ability to respond effectively to the most sensitive inquiries or complaints.
7. Ability to be prompt and efficient with minimal absences.
8. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
9. Ability to learn and adapt to a changing environment.
10. Ability to be resourceful and calm in emergencies.
11. Ability to supervise and direct others as needed.

**EDUCATION AND EXPERIENCE:**

1. Graduate of an accredited School of Nursing. Preferably with a Bachelor of Science degree.
2. Current licensure by the California State Board of Nursing as a Registered Nurse.
3. Minimum of three (3) years experience as a RN, which includes at least one (1) year of ambulatory outpatient experience.
4. Experience with electronic health records is desirable.
5. Computer skills to include Microsoft Office and internet skills.
6. Current CPR certificate.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The

employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

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**Reviewed Job Description:**

Employee Printed Name: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

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Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

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