



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilnka Community Health Center Clinical Registered Nurse 1

Team: Health and Wellness Team
Reports to: Medical Director
FLSA Status: Exempt from overtime

Salary Range: \$51,000-\$67,000/yr
Schedule: Fulltime, Regular
Last Revised: April 2017

The Ilnka Community Health Center Registered Nurse provides support and assistance to medical providers and coordinates direct patient care while facilitating patient flow within the clinic. Ilnka Community Health Center promotes a team based approach to care.

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Provides direct patient care:
 - Assesses patients for urgency of needs and prioritizes by acuity in a professional and friendly manner.
 - Maintain a high level of confidentiality, which includes only accessing appropriate information needed to perform job duties.
 - Follows standard precautions.
 - Maintains exam room protocols and ensures rooms are stocked and cleaned in a timely manner as specified by clinic procedure.
 - Starts intravenous infusions, takes vitals, performs 12 lead EKG and rhythm strip, fits heart holster monitors, sets up and administers nebulizers, administers injections, performs vision and hearing tests.
 - Collects laboratory specimens including phlebotomy.
 - Initiates and coordinates referrals when Care Coordinator is unavailable.
 - Responsible for lab result notification and documentation.
 - Assists with infectious disease reporting.
 - Documents and administers vaccinations.
 - Completes required training to act as primary or secondary administrator of the vaccine program.
 - Sets up and assists medical providers with procedures and treatments including minor surgical procedures, wound/burn care, and well-women exams.
 - Ensures all necessary equipment is sterilized per AMA best practices.
 - Performs CLIA waived lab tests.
 - Implements standing orders, as approved by the Medical Director.
 - Prioritizes phone calls and returns call within designated guidelines.
 - Participate in clinical team huddles daily.
- Assesses patient's knowledge base and learning style and provides patient teaching as needed or requested.



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- Responsible for dispensary inventory control and purchasing of medications/prescriptions and other dispensary supplies. Implement and maintain dispensary regulatory standard, policies and procedures, monitoring equipment and request required maintenance. Maintain dispensary organization, labeling and cleanliness.
- Responsible for crash cart inventory control and purchasing of medications/prescriptions and other supplies. Implement and maintain crash cart regulatory standard, policies and procedures, monitoring equipment and request required maintenance. Maintain crash cart organization and labeling.
- UDS clinical measures: Assists when needed to capture data using Electronic Health Record and manual audits, submit reports using EHR, HQM and EHB.
- Medical equipment management. Inventory control, monitor equipment and coordinate equipment maintenance with appropriate vendors.
- Coordinate QI/QA, safety, risk management, provider, dispensary, and therapeutics meetings, prepare agenda's, notify participants of meeting times.
- Primary or secondary for employee health records and maintenance, vaccination and declination tracking on a regular basis. Implement and maintain regulatory standards, policies and procedures.
- Maintains accurate and appropriate records and documentation of nursing care.
- Must be willing to attend training.
- Assists with the Quality Assurance process.
- Assist providers in using and troubleshooting electronic medical records software.
- Use Electronic Medical Records for day-to-day record keeping, which includes accurate entry/scanning of information into patient charts as well as ensuring information is only released to authorized entities.
- Participates in Native Village of Eyak outreach events as needed.
- Other duties as assigned.

Experience Requirement

Ilanka RN must have one year experience in a clinical setting.

Education Requirement

The successful applicant must be a graduate of an accredited school of nursing. Ilanka Registered Nurse must have a current Alaska RN license.

Competencies (Knowledge, Skills and Abilities)

- Be knowledgeable in established nursing concepts, principles and practices.
- Skilled in medical procedures, terminology, uses and effects of medicine and narcotics and basic medical equipment.
- Skilled in patient assessment.
- Demonstrate technical skill when providing direct patient care, including vital signs, medication administration, patient education, and nursing assessments.



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- Understand recommended vaccination schedule and catch up schedule per age.
- Have the ability and desire to instruct and teach both patients and CNAs.
- Demonstrate good interpersonal and human relations skills.
- Must have the ability to plan work, establish priorities and remain flexible.
- Required to understand and work within the guidelines of the Department of Health and Human Services HIPAA Act and Privacy Rule.
- Must have the knowledge or skills to operate and/or learn specialized software and computer programs.
- Required to have excellent written and verbal communication skills.
- Must be neat and clean, and present a calm and caring manner.
- Must be able to be physically active for long periods of time to ensure patient care and safety.
- Must work well under pressure, be able to empathize and care for a variety of patients, including low-income and diverse cultures, in stressful situations.

Performance standard

Regularly bend and/or crouch for long periods of time to perform patient medical services. Regularly use fine motor skills at a heightened ability to perform procedures. Typically use sight, smell, and touch to complete job tasks accurately. Typically lifts 15 lbs. to coordinate work. Occasionally assist in lifting patients in excess of 100 lbs. Regularly manipulate electronic data to gather, input and otherwise coordinate work. Regularly use cognitive, oral, and written methods to complete work.

Environmental Factors

Work will be completed in an outpatient clinic.

Exposure to Hazards

Housekeeping Products.

Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date