

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE: Clinic Nurse	EMPLOYMENT TERM: 12 Month Full-Time
DIVISION: Health Services	DEPARTMENT: Primary Care
EXEMPT/NON-EXEMPT: Exempt	FUNDING SOURCE: IHS Contract

QUALIFICATIONS:

1. Bachelor or Master of Science in nursing with a Clinical Nursing component; current licensure as an RN in any state required; RN in the State of New Mexico within one year of employment.
2. Associates Degree will be recognized if a New Mexico Registered Nurse License is possessed by applicant.
3. Proven experience in a nursing position in a clinical setting with supervisory responsibilities; experience in an outpatient/ambulatory care facility with children and adults preferred.
4. Certification in Basic Cardiac Life Support preferred; required within first year of employment.
5. Knowledge of triage, ability to facilitate positive patient flow, ability to administer immunizations and other injections, ability to audit and organize patient records required.
6. Navajo language ability preferred; experience in Indian health programs preferred.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Clinic Provider as designated by the Medical Director

SUPERVISES: Medical Assistants (Nurse's Aide)

PAY RANGE: Bachelor degree is placed at Grade M with Associates, Grade N on the ANSB General Salary Scale; Master degree is placed at Grade P.

WORKING HOURS: Normal hours 8 AM to 5 PM Monday through Wednesday, 8 AM to 7 PM Thursday, Friday, 8 AM - 3 PM.

LUNCH HOUR: One hour, flexible

POSITION GOAL: To oversee patient flow in an effective, efficient and timely manner from medical reception through screening, to the medical providers, to lab, to other indicated patient stops, to pharmacy, and out; to supervise screening activities and provide other nursing support as indicated to assure quality and timely clinical care to patients.

DUTIES & RESPONSIBILITIES:

1. Under the direction of the Medical Director, supervises the Medical Assistants to assure efficient, effective, and timely patient triage and flow from entering the clinic to exiting the clinic.

2. Works with the Medical Director, medical providers, EMS Coordinator, and all screeners (Medical Assistant, EMS staff, subs) to ensure chief complaint(s), vital signs, and measurements are all appropriately taken and recorded in the medical record of patients to be seen before they are assigned to an exam room; reviews patient Electronic Health Records (EHR) summaries for clinical tests, exams, immunizations, etc., that may need to be performed.
3. Works closely with the Community Health Nurse to ensure all community children are up to date on their required immunizations and reinforces with parents the importance of immunizations to the child and community.
4. Works as part of the professional team of the Alamo Navajo Health Center to ensure continuous quality improvement in all phases of patient care and education consistent with established standards, orders, and protocols; participates in developing, maintaining, reviewing and revising policies and procedures for the clinic operations.
5. Monitors adherence to Infection Control policies and procedures and coordinates the infection control committee. Maintains record of reportable infectious diseases, as well as, infectious diseases designated by the providers.
6. Oversees the materials management of the clinic which includes knowledge of supplies needed, timely ordering of supplies, and ensuring that exam rooms and clinical areas are stocked appropriately and continuously
7. Performs duties as an ambulatory/primary care nurse including but not limited to:
 - a) Provides nursing services to infants, children, adolescents, adults and elderly patients presenting at the clinic in accordance with accepted nursing care standards,
 - b) Triage, screens, directs patients in the most effective, efficient, and timely manner possible and continually evaluates patient flow for improvement;
 - c) Administers required immunizations, TB skin tests and injections as ordered by the medical providers;
 - d) Assures the appropriate cleaning and sanitizing of reception and medical areas by custodial staff;
8. Directly supervises the the Medical Assistants and/or substitute in accomplishing the tasks of the primary care component including but not limited to:
 - a) Schedules of supervised staff day to day and approving/denying leave in order to meet the demands of the clinic;
 - b) Provides in-house job training for specific duties to be performed and/or schedules training program to upgrade staff skills;
 - c) Evaluates and documents staff performance of duties;
 - d) Initiates progressive procedures for deficiency of performance consistent with the ANSB Personnel Manual.
 - e) Completes ADP timekeeping sheets for supervised staff.
9. Provides written reports detailing clinic activities as required; receives training in and utilizes the EHR, particularly the Patient Registration and Patient Care components, in order to access patient tracking and clinical data.
10. Processes requisitions through the CHN consistent with ANSB procurement procedures for supplies and equipment necessary to the conduct of primary care services.
11. Performs other work-related duties as assigned.

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and a criminal/character background investigation.

2. New employees in this position must provide documentation or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or x-ray, within thirty (30) days of hire, and at such intervals as determined by the Medical, Health Services or Executive Directors.
3. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
4. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the provision of services to non-IHS beneficiaries.
5. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this Employment contract and Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

Approved: 3/23/2017

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

CERTIFICATION: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date