



Wellness is Traditional

**JOB ANNOUNCEMENT**

Position Title: Registered Nurse  
Department: Medical  
Supervised By: Nursing Supervisor  
Location: Campo  
Status: Exempt  
Posted: September 19, 2017  
Closing Date: Until Filled  
Compensation: \$58,177.60 - \$81,432 / Annually DOE  
Grant: N/A  
Hours: Full Time, Monday-Friday, 8:00AM-4:30PM.  
Willingness to work flexible hours including some evenings and weekends.

**GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the general supervision of the Nursing Director and the Medical Director, utilizes nursing knowledge and training in a variety of activities in the outpatient setting to ensure that patients receive quality and evidence based care within the policies and procedures defined by SIHC. These duties include:

- Triage
- Assessment of health history for clinical needs (risk and needs assessment), defining preventive and treatment needs according to established protocols.
- Supervises Licensed Vocational Nurses and Medical Assistants within the scope of clinic activities.
- Assists health care providers in a multi-disciplinary team environment to provide patient education, discharge instructions, and may assist providers with procedures as part of ensuring efficient and quality patient flow through the outpatient clinic environment.
- As part of a multi-disciplinary team, works closely with other team members in a collaborative and collegial environment to ensure good communication and optimal patient outcomes (e.g. front office staff, referrals staff, pharmacy, back office, health records, information technology, and quality management)
- Maintains professional knowledge and proficiency in skills through continuing education and staff meetings.
- Reviews patient medication profiles as part of authorizing certain refills within defined protocols and policies.
- Uses the electronic health record, maximizing use for the purposes of maintaining a comprehensive medical record, including documentation of

all patient interactions; and also utilizes the EHR for access to resources as needed for patient care

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Provides supervision, support and training for LVN & Medical Assistant staff members as needed.
- Triagees unscheduled patients appropriately, according to triage policy, with acute medical problems to assess appropriate provision of timely, quality care.
- Prepares patients and equipment for examinations, as indicated.
- Supervises subordinates in the escorting of patients into exam rooms, taking of vital signs & performing other nursing procedures
- Supervises the provision of treatments and diagnostic procedures requested by physicians, including audiological screenings, visual acuity screenings, EKG's, and phlebotomy procedures as ordered.
- Supervises the obtaining of specimens necessary for laboratory testing ordered by physicians; labeling, preparation, storage, & forwarding of specimens to servicing laboratory appropriately.
- Supervises the performing of various Point of Care laboratory tests, including but not necessarily limited to blood glucose and hemoglobin determinations, urine pregnancy testing and dip stick tests, glycosylated hemoglobin, rapid antigen testing for communicable diseases.
- Supervises the administration of medications as ordered by physicians.
- Assists physicians as needed, with examinations and minor surgical procedures.
- Provides patients with age specific patient education in the context of the team environment as directed by physician
- Participates in case management activities in a limited fashion:
  - for example, may be needed to initiate scheduling of referral appointments prior to patient's departure when indicated for timely access to care. Attempts to maximize patient understanding of appointment dates, times, and special instructions.
  - Communicates with patients by mail for various purposes, including but not necessarily limited to notifying patients of laboratory results, facilitating follow up care, and promotion of attendance at the clinic by patients overdue for chronic care appointments.
- Performs other duties within the scope of the Registered Nurse license as may be required.

**QUALIFICATIONS:**

**Education/Experience:** Must possess a current California Registered Nurse license. Must have minimum of one year experience in an ambulatory care environment. Must have knowledge and understanding of HIPAA in the ambulatory care setting, with absolute ability to maintain confidentiality according to standards. Must possess current CPR; ACLS a plus

**License:** A valid California driver’s license will be required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

**Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Must exhibit cultural and community awareness and sensitivity.

**Other:** Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine/drug screening test. Health must be adequate to perform all duties of the position.

**INDIAN PREFERENCE:**

**INDIAN PREFERENCE:** In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, “Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.