



Ho-Chunk Nation

Job Description



TITLE: Clinic Registered Nurse		JOB CODE: CRNS
GOVERNMENT – EMPLOYEE		EEO: 2
Non-Exempt	Flex	FUNDING SOURCE: IHS
NATIVE AMERICAN PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

“This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.”

POSITION OVERVIEW

Works cooperatively as part of a multidisciplinary team in a family practice setting that provides care to Native Americans, employees of the Ho-Chunk Nation, and their families and works under the direction of the medical providers.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Screen and prepare patients for examination by the Provider for each visit, so no patient complaints arise during the month:
 - a. Prepare exam rooms for upcoming appointments.
 - b. Obtain and record vital signs, note changes in health status, and pursue more specific investigation as needed.
 - c. Record accurately and in established format the patient’s reason for visit, health history, and allergies in Electronic Medical Record (EHR) and alert provider of any abnormal findings.
2. Daily provide specific treatments ordered by provider so there are positive results on patient satisfaction survey results on the medical clinic, including but not limited to:
 - a. Perform diagnostic and other procedures as ordered by Provider;
 - b. Prepare, administer, and record medications in accordance with the policies and procedures;
 - c. Perform and adhere to standing orders with regard to certain clinic procedures and over the counter medications;
 - d. Advise or Inform patients on follow-up appointment time; or preparation for in-house procedures and tests or procedures and tests referred to outside health facilities; and,
 - e. Provide health education to patients.
 - f. Process referrals to outside providers and services when ordered.
 1. Verify patient insurance and provider order.
 2. Complete referral forms specific to individual facility.
 3. Contact insurance company for prior authorization; if appropriate.
 4. After referral is processed, follow up with facility to verify completion of referral.
3. Daily maintenance to ensure a safe, clean, efficient, and pleasant environment for optimum patient well-being form and avoidance of any reportable incident to safety team within the year by:
 - a. Sterilize and autoclave instruments;
 - b. Stock exam rooms and procedure trays, daily or weekly;
 - c. Proper dispose of used medical equipment and tools and gowns, towels, etc., using infectious disease guidelines; and,
 - d. Inventory medical supplies, vaccines, etc. following clinic protocols.



4. Act as a resource for Medical Assistants and assist them with duties they cannot do alone so that there are no patient complaints during the month.
 - a. Triage patients via phone or clinic walk-ins for emergency, urgent, same day or scheduled appointments. Assess patient's needs based on signs and symptoms.
 - b. Ability to understand and implement standing orders according to specified protocols.
 - c. Document encounter in NextGen by including the chief complaint, symptoms, education provided, and the patient's final disposition.
5. Work within the scope of written IHS and Ho-Chunk protocols, standing orders, and State of Wisconsin Nursing rules and regulations addressing findings each year.
6. Perform other lawful duties as assigned by supervisor within the scope of this job description, such as but not limited to:
 - a. Participate in orientation and in-service for personnel and assist with the preceptorship of student nurses;
 - b. Assist in drafting, reviewing, and revising policies and procedures and standing orders.
 - c. Attend meetings as requested by the supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. Graduate from an accredited school of nursing.
2. Two (2) year degree is required.
3. Four (4) year degree is preferred.

ESSENTIALS:

1. Possess a current State of Wisconsin RN license in good standing or be eligible for licensure.
2. Possess an Advanced Cardiac Life Support (ACLS) certification or obtain within 90 days of hire; optional.
3. Possess a Cardiopulmonary Resuscitation (CPR) certification or obtain with 90 days of hire.
4. Successfully complete the Registered Nurse (RN) skills checklist within 90 days of hire.
5. Possess a valid driver's license, dependable transportation, and auto insurance.
6. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations.
7. Promote a healthy, non-abusive lifestyle.

EXPERIENCE: None Listed



KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to recognize signs and symptoms of an urgent or emergent nature.
2. Ability to draw logical conclusions, which direct formulation of nursing care plan.
3. Ability to work cooperatively on quality improvement projects related to compliance.
4. Ability to make pertinent observations using language that correctly describes body parts and functions.
5. Ability to perform basic assessment of patient using adequate knowledge of anatomy, physiology and pathology.
6. Possess emotional stability to deal with emergencies and stresses with calmness and resourcefulness.
7. Possess the knowledge to triage patients to advise patient or consult with Provider for direction indicated by triage findings.
8. Possess basic computer skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Work in a clinic setting providing patient care services and:
 - a. Potential exposure to hazardous and bio-hazardous material;
 - b. Must be able to lift up to 35lbs. (Assistive devices available for situations requiring lifting above 35lbs.); and,
 - c. Requires ability to wear gloves and other protective equipment.