

<i>Position:</i>	Registered Nurse	<i>Reviewed by:</i>	
<i>Department:</i>	Nursing	<i>Supervisor</i>	July 2008
<i>Reports to:</i>	Director of Nursing	<i>HR Director</i>	July 2008
<i>Status:</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<i>Approved by:</i>	
Full-Time, Permanent		<i>General Manager</i>	July 2008
<i>Indian Preference: In accordance with the Indian Preference Act of 1934, application for the position must include verification of Indian blood.</i>			

### Purpose

Ketchikan Indian Community (KIC) job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

### Job Summary

Incumbent will provide professional nursing care, assess, plan, implement, and evaluate the care rendered to well patients and those with health problems. Provide physical and psychological support to patients, friends, and families when necessary.

### Essential Clinical Nurse Job Duties

#### **ESTABLISHES A COMPASSIONATE ENVIRONMENT BY**

- Providing emotional, psychological, and spiritual support to patients, friends and families.

#### **PROVIDES PATIENT CARE SERVICES BY**

- Safely and appropriately administering routine immunizations, therapeutic injections and skin tests;
- Performing routine treatments such as inhalation therapy, catheterization, dressing changes, venipuncture, IV therapy, and other procedures within the scope of nursing practice and as ordered by the practitioner;
- Assisting the provider in examinations and diagnostic procedures;
- Setting up a variety of medical diagnostic equipment and procedures as requested by provider;
- Conducting nurse appointments for counseling and other patient care needs;
- Informing practitioner of unusual changes;
- Assisting the on-call physician in triaging patients seeking immediate care.

#### **DOCUMENT PATIENT CARE SERVICES BY**

- Accessing patient information through RPMS system.
- Providing accurate, complete, legible, and timely documentation of all nursing assessment and procedures.

#### **PROMOTES PATIENT'S INDEPENDENCE BY**

- Establishing patient care goals;
- Teaching patient, friends, and family to understand condition, medications, and self-care skills;
- Answering patient questions and requests;

**ASSURES QUALITY OF CARE BY**

- Adhering to therapeutic standards;
- Measuring health outcomes against patient care goals and standards;
- Making or recommending adjustments'
- Following clinic nursing philosophies and standards of care set by the state board of nursing and to other governing agency regulations.

**MAINTAINS PATIENT EXAM ROOMS BY**

- Performing daily and weekly environmental cleaning, equipment quality control, and maintenance as appropriate;
- Checking emergency medication and equipment daily;
- Obtaining supplies through Supply Clerk and medications from Pharmacy Department
- Maintaining competency in operation and interpretation of monitoring devices such as pulse oximeter, cardiac monitor, and non-invasive B/P monitor;
- Maintaining competency in operation of specialized equipment including but not limited to typanometer, electrocardiograph, and infusion pump.
- Using equipment and supplies and needed to accomplish job results.

**PROTECTS PATIENTS AND EMPLOYEES BY**

- Adhering to infection-control policies and protocols, medication administration, storage procedures, and controlled substance regulations;
- Checking for outdated medication prior to administration;
- Calling for assistance from other health care support personnel.

**MAINTAINS A COOPERATIVE RELATIONSHIP AMONG HEALTH CARE TEAMS BY**

- Documenting and communicating actions, irregularities, and continuing needs;
- Responding to requests;
- Building rapport;
- Utilizing multidisciplinary team strategy;
- Participating in team problem-solving methods.

**PARTICIPATES IN MENTORSHIP PROGRAM BY**

- Assisting in the orientation of new clinic personnel;
- Appropriately delegating tasks to LPN and CNA staff and verifying task completion.

**MAINTAINS SAFE WORKING ENVIRONMENT BY:**

- Reporting any unsafe conditions to appropriate supervisor upon discovery.
- Adhering to all local, state, and federal regulations
- Complying with federal and state laws and regulations regarding the protection of the health of employees and provide for appropriate occupational health services for those employees

**ENSURES OPERATION OF EQUIPMENT BY**

- Completing preventive maintenance requirements;
- Following manufacturer's instructions;
- Troubleshooting malfunctions;
- Calling for repairs;
- Maintaining equipment inventories;
- Evaluating new equipment and techniques;

**MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY**

- Attending educational workshops;
- reviewing professional publications;
- establishing personal networks;
- Participating in professional societies.

**CONTRIBUTES TO TEAM EFFORT BY:**

- Participating in the appropriate patient care services committees and other workgroups;
- Performing other related duties as directed by supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of professional nursing principles, practices and procedures for age appropriate basic to the ambulatory setting;
- Knowledge of a wide variety of medical disorders, their normal course, anticipated complications and therapeutic interventions for patients of all ages;
- Knowledge of clinical/technical skills such as cognitive, psychomotor, and technical understanding;
- Knowledge of critical thinking skills such as problem solving, time management, priority setting, planning, creativity, ethics, resource allocation, clinical reasoning, reflective practice, learning theory, and change management;
- Knowledge of RPMS computer application skills - word processing, database management, and spreadsheet programs;
- Knowledge and ability to carry out rules of Health Insurance Portability and Accountability Act (HIPAA), which protects patient rights;
- Skill in administering, implementing, and documenting therapeutic measures in a correct and safe manner;
- Skill in operating specialized medical equipment;
- Ability to recognize and interpret adverse signs and symptoms of the patient and to act appropriately in emergency situations;
- Ability to conduct an age appropriate patient assessment to determine nursing diagnosis, plan of care and ongoing data reflecting patient outcome and changing conditions;
- Ability to communicate professionally over the telephone and in person in a positive and clear manner;
- Ability to be flexible in order to perform at the highest level as a team player;
- Ability to utilize maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and/or physically;
- Ability to work independently with minimal supervision and able to prioritize assignments;

**LICENSE(S)**

Possess current State of Alaska Registered Nurse license or eligible to practice in the United States as a Commission Officer of the U. S. Public Health Service.

Possess a current CPR and ACLS Certificate.

Possess current and valid State of Alaska driver's license with a record acceptable to KIC's Insurance carrier.

**EDUCATION/EXPERIENCE**

Graduate from an accredited school of Nursing (prefer Bachelor’s Degree in Nursing) and one year experience in acute patient care services.

**PHYSICAL ACTIVITIES**

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Routinely lifting and carrying items and boxes up to forty (40) pounds.

Position demands long periods of walking, standing, as well as the ability to lift, bend, stoop, in the process of nursing requirements and patient care.

**WORKING ENVIRONMENT**

The employee may be exposed to communicable diseases. Safety precautions for employees such as blood drawing for screening of various diseases such as hepatitis, required immunizations, etc. are necessary. The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled patients and/or family members.

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Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date