



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

Ilanka Community Health Center As Needed Clinical Registered Nurse

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

Salary Range: 26.44 Ph
Schedule: As-needed 40 hrs per week
Last Revised: March 2012

The Ilanka Community Health Center Registered Nurse provides support and assistance to medical providers and coordinates direct patient care while facilitating patient flow within the clinic.

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.
 - Follows standard precautions
 - Maintains exam room protocols and ensures rooms are stocked
 - Starts intravenous infusions, takes vitals, performs 12 lead EKG and rhythm strip, fits heart holter monitors, sets up and administers nebulizers, administers injections, performs vision and hearing tests
 - documents and administers vaccinations
 - Educates patients on diabetes
 - Supervises CNA's
 - Performs case management
 - 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 according to AMA best practices
 - Fills medicine boxes for home patients weekly
 - Performs CLIA lab tests
 - Implements standing orders, as approved by the Medical Director
 - Prioritizes phone calls and returns call within designated guidelines
- Assesses patient's knowledge base and learning style and provides patient teaching as needed or requested.
- Troubleshoots and maintains vaccine storage.
- Oversees CNAs
- Responsible for inventory control and ordering of medical, lab and pharmacy supplies, including vaccinations.
- Maintains accurate and appropriate records and documentation of nursing care
- Must be willing to attend training.

- Assists with the Quality Assurance process
- will assist providers in using and troubleshooting electronic medical records software
- Other duties as assigned.

Experience Requirement:

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

Education Requirements:

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)

The Ilanka Community Health Center RN must be knowledgeable in established nursing concepts, principles and practices. The Ilanka Community Health Center RN must skills in medical procedures, terminology, uses and effects of medicine and narcotics and basic medical equipment. Must be skilled in patient assessment. Demonstrates technical skill when providing direct patient care, including vital signs, medication administration, patient education and nursing assessments. Understands recommended vaccination schedule and catch up schedule per age. Must have the ability and desire to instruct and teach both patients and CNAs. Good interpersonal and human relations skills are critical. Must have the ability to plan work, establish priorities and remain flexible. The ability to maintain confidentiality is of the highest level of importance. Must have the knowledge or skills to operate and/or learn specialized software and computer programs and must have excellent written and verbal communication skills. Must be neat and clean, and have the ability to 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 have the ability to work well under pressure, have the skills 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 mental, 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