

SUBJECT: Southern Peigan Health Center - Urgent Care Job Description – Registered Nurse Wage: Per Blackfeet Tribal Health Wage Scale	
Supervised By: SPHC Clinical Coordinator	PAGE: 1 OF: 3
APPROVED BY: J.St.Goddard, Director, SPHC	EFFECTIVE: 8/14/24 REVISED:

Job Summary:

Provides direct and indirect patient care in the office setting. Provides care that meets the psychosocial, physical and general aspects of care; meets the communication needs of patient and family; provides care that reflects initiative and responsibility indicative of professional expectations. Maintains regulatory requirements, nursing and office policies, procedures and standards. Communicates with physicians / practitioners and team members about a patient's clinical condition, including results of diagnostic studies and symptomatology.

Leadership Requirements:

- Enhances the quality of healthcare facility's service offerings.
- Looks for ways to streamline and enhance administrative operations.
- Supports and maintains a culture of safety and quality.
- Demonstrates the ability to be flexible, organized and function under stressful situations.
- Participates in performance improvement, including utilization and promotion of familiarization with performance improvement standards and programs.

Job Specific Requirements:

- Demonstrates knowledge of expected vital signs, lab values, etc. for all patients.
- Supports current staff (when needed) by fielding calls for prescriptions, insurance compliance and patient demographics.
- Following patients through referral appointments and ensuring compliance with healthcare plans.
- Provides direct patient care, evaluates outcomes, and consults with other health team members as required.
- Maintains medical equipment; disinfects and sterilizes instruments after each use and at the end of each shift.
- Maintains accurate and continues nursing documentation, including patient vital signs, histories, conditions, treatments, responses and assessment of changes.
- Treats patients and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and family.
- Maintains current knowledge of medications and their correct administration based on the patient and his/her clinical condition.
- Demonstrates knowledge of lab requirements, requisitions and lab draws as needed.
- Maintains established office policies and procedures, objectives, performance improvement program, safety, environmental and infection control standards.
- Maintains a safe, comfortable and therapeutic environment for patients and families in accordance with office standards.
- Ensures an adequate stock of supplies and proper functioning of equipment.
- Cooperates with other staff members to achieve office objectives, and maintain good employee relations.

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- Demonstrates an ability to be flexible, organized and function under stressful situations.
- Demonstrates awareness of current state, federal and local laws governing the delivery of care.
- Performs other related duties as assigned or requested.

Professional Requirements:

- Adheres to dress code, appearance is neat and clean.
- Wears identification while on duty, uses computerized punch time system / sign in and out forms correctly.
- Assists in planning and promoting the health programs for the community.
- Stays up-to-date on the many factors that affect the performance of the healthcare facility including advancements in diagnostic equipment, medications, and computer technology.
- Attends meetings as needed/scheduled.
- Assumes responsibility for own personal continuing education and developmental needs; attends meetings, workshops to enrich personal knowledge, growth and management skills.
- Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
- Maintains and ensures patient confidentiality at all times.
- Attends annual review and performs departmental in-services.
- Represents the organization in a positive and professional manner.
- Complies with all organizational policies regarding ethical business practices.
- Communicates the mission, ethics, and goals of the clinic.
- Reports to work on time and as scheduled; completes work within designated time.

Nursing Care Competencies:

- Demonstrates accurate protocol for all vital signs, lab draws and values, etc. for all patients.
- Demonstrates accurate procedure for medication administration including, dose, route and time.
- Maintains a safe environment related to equipment and supplies.
- Involves patients in care, treatments and procedures. Allows patients to maintain control; involves patients in decision making and planning of care, as appropriate to condition and situation.
- Explains rationale for all treatments, tests and procedures, explaining to patients prior to performance.
- Encourages participation in care, provides education, as appropriate to disease entity and processes.
- Facilitates maintenance of the body.
- Respects privacy and confidentiality.
- Encourages verbalization of fears and anxiety; maintains therapeutic communication with patient.
- Encourage family support.
- Addresses religious and cultural system beliefs and incorporates these into care planning decisions.
- Provides patient and family with community and financial resources specific to patient population.

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Physical Demands:

- Moderate physical activity. Requires handles of average-weight objects up to 25 pounds.
- Physical demands of the position; including vision, hearing, repetitive movement and prolonged sitting.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Must be able to work evenings and weekends as necessary.

Regulatory Requirements:

- High School Diploma or equivalent
- Graduate of an accredited School of Nursing
- Current BLS Certification
- One-year experience in related field

Language Skills:

- Able to communicate effectively in English, both verbally and in writing
- Excellent communication skills