

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Clinical Nurse**

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EXEMPT: Yes  
TARGET SALARY: \$32.00/DOQ  
PROGRAM: Clinic  
REPORTS TO: Senior Clinical Nurse

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JOB CODE: N/A  
SHIFT: 8:00 to 5:00  
LOCATION: STIHC

**SUMMARY:** The primary purpose of this position is to apply the nursing process (assessment, planning, implementation, and evaluation) to provide comprehensive nursing services that incorporate health promotion and disease prevention to individuals, families, and community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Obtains preliminary health history and makes physical assessments, recognizing the range of "normal" and the manifestations of common abnormalities. From the assessment, makes appropriate referrals to other team members or provides the necessary service.

Assist the Senior Clinical Nurse to perform reviews and maintenance of the Nursing Policy and Procedures Manual to maximize quality of care and to update standards of care to match changes in clinical practice guidelines..

Assists in epidemiological investigations and indicated for communicable diseases, completing reports of reportable diseases to support efforts of the Infection Control Officer.

Assist Senior Clinical Nurse with the clinical guidelines for nursing staff, working with medical staff on Standing Orders for nursing and paraprofessional staff and procedures for patient triage and prioritization.

Assesses and treats minor health problems or the stable phase of common chronic illnesses and may order over-the-counter medications as per clinic Standing Orders for nursing staff.

Actively involved with Continuous Quality Improvement Projects.

Functioning under established routines and medical protocols, orders x-rays and laboratory tests, diagnostic procedures, consultation services, etc. Interprets

selected laboratory findings and as appropriate, initiates action for necessary care.

Teaches individuals and families about home care such as treatments, medications, and nutrition and preventive health tests.

Promotes continuity of care by relevant health counseling, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in health care. Documents such actions in the patient's health record.

Administers oral and parenteral medications, assists the providers (physician and/or FNP) and performs diagnostic and therapeutic procedures. Assists with casting, suturing, wound debridement, dressing, and other surgical procedures and care as needed.

Records in the patient's health record, observations, assessments, nursing interventions and therapeutic measures administered.

Operates a variety of medical equipment; tonometry, electrocardiograms and pneumonary function tests. Insures that equipment is in working order.

Provides and/or assists in the provision of emergency treatment.

Assists the Senior Clinic Nurse to perform Code drills and in-services to ensure nursing staff are familiar with emergency procedures.

Assists in determining conditions, resources and policies essential for the delivery of quality medical and nursing service, develops routines and guidelines that will insure continuity and consistency in the provision of nursing service.

Prepares for specialty clinics by seeing that necessary supplies and equipment are available and work area set up to accommodate the particular activity.

Responsible for keeping the clinic well stocked with medical supplies, tracking inventory and ordering new supplies as needed.

Responsible for the upkeep of the nursing service areas and in maintaining a safe environment for patients and staff.

Prepares and submits required records and reports.

Participates actively in monthly committees as assigned, preparing agenda items for nursing and coordination with the Senior Clinical Nurse.

Work s with the Senior Clinical nurse to improve bench-marks of quality care through data collection, screening , and documentation of Clinical Reporting System (GPRA) indicators.

**EDUCATION and/or EXPERIENCE**

Must have an A.D.N. or B.S.N. from accredited College of Nursing, accompanied by current nursing license.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must possess and maintain current, valid, active, and unrestricted Registered Nurse (RN) licensure listing expiration date from the State of Washington.

Must have BLS/ACLS/PLAS certification.

**OTHER SKILLS AND ABILITIES**

Must have a professional knowledge of, and ability to apply nursing care principles, practices and procedures required to assess needs of wide variety of medical, surgical, obstetrics, gynecology, and pediatric patients as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic interventions.

Must have the ability to provide individual and family counseling, guidance, and health instruction so that they can assume responsibility for their own health care.

Must have knowledge of pharmaceuticals, immunizations or desensitizing serums dispensed and their desired effects, and complications of their use.

Must have knowledge and skill in operation of specialized medical equipment, such as resuscitators, monitors, positive pressure, AED, etc.

Must have knowledge of and ability to apply the principles of clinic operations and management.

Must have knowledge in computer use and preferred knowledge of Electronic Health Records.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work in the ambulatory health care setting requires considerable walking between examination and treatments rooms, bending and lifting of patients in and out of wheel chairs and on/off carriers often exceeds 50 pounds. Ability to cope with constant changes in stress laden environment.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

**ACKNOWLEDGEMENT:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

**Submit a Tribal Application for this position with supporting documentation to:**

**Makah Tribal Council  
Personnel Office  
P.O. Box 115, Bldg 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)**

OPEN: August 15, 2017  
CLOSE: September 13, 2017

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.**

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.