



Cow Creek Government Office

Position Description

Position Title: Nurse Manager

Department: CCH&WC

Reports To: Acting Clinic Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Under the direct supervision of the Medical Director, the Clinic Nurse will assist the medical providers in caring for patients and supervise the clinical staff, front and back office. Ensure that healthcare services take place in an efficient, professional environment. Contribute to accomplishment of the Tribe's holistic health and wellness objectives for patients and families.

ESSENTIAL FUNCTIONS:

- Provides direct supervision to Medical Assistants to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction and conducts disciplinary measures as necessary. Perform back up duties to the position supervised as necessary.
- Coordinate the Clinic's Phone Triage program and triage medically related phone calls.
- Manage and implement the CCH&WC Policy and Procedure in the Medical Clinic.
- Work closely with Clinic Director and Medical Director to assure clinical care flow is cohesive and nursing functions are within the scope of the clinics policies and procedures.
- Maintain and assure compliance with Clinical (including Nursing) S.O.P. (Standard Operating Procedure).
- Perform established routines and medical protocols, laboratory tests, diagnostic procedures and consultation services. Interpret selected laboratory findings and, as appropriate, initiate action for necessary care. Obtain preliminary health history and make nursing assessment recognizing the range of normal and the manifestations of common abnormalities.
- Provide oversight and assist the Medical Director with Clinical Laboratory Improvement Amendments (CLIA) waived lab tests and Laboratory Quality Control (Q.C.)
- Responsible for verifying and documenting competency of Medical Assistant's skills.
- Assist medical providers in deliver medical care for clinic patients as well as assisting with diagnostic and therapeutic procedures as assigned; including suturing, wound debridement, wound dressing venipuncture and injections. Provide and/or assist in the provision of emergency medical treatment. Provide medical treatment as authorized by standing orders.
- Plan, organize, direct, and evaluate the delivery of clinical nursing care in a cost effective manner.
- Maintain required budgetary oversight and participate in fiscal strategic planning

- As part of leadership team, integrate sound nursing principles into the CCH&WC Strategic Plan including assuring the Tribe's mission, vision, values, and goals of the organization are met.
- Ensure proper training of nursing staff, including clinical equipment safety and maintenance. Track each nursing staff's training needs and incorporate into the Learning Management System (LMS) all nursing trainings and required/requested learning opportunities including staff continuing education needs.
- Utilize the EHR for documentation of medical information and coordination of care. Record observations, assessments, nursing interventions and therapeutic measures administered in EHR.
- Responsible for inventory, ordering, and maintenance of clinical supplies including immunizations, etc.
- Promote continuity of care through relevant health counseling, delivery of medical information per PCP direction, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in the health care of patients. Teach individuals, groups and families about self-care such as treatments, medications, nutrition and preventive health testing by up to date evidence based findings and educational handouts.
- Maintain Vaccines for Children (VFC) and Alert Immunization programs; maintain, store and order immunizations. Report monthly to Oregon Public Health Division.
- In partnership with designated staff, utilize existing electronic health record resources to maintain a system for identifying patients with chronic medical conditions such as; diabetes and hypertension in alignment with the Indian Managed Care Entity.
- Use evidence-based guidelines to ensure that patient's high-risk diagnoses are being treated in accordance with approved best practices.
- Maintain a system to assure that patients are accessing and receiving age and gender appropriate preventative health care screenings, procedures, and assessments.
- Improve access and referrals to health promotion and disease prevention programs within the Tribal and greater community.
- Perform the Annual Diabetes Audit for the clinic
- Maintain Biomedical Maintenance and Quality Assurance program for all medical equipment and the Infection Control Program.
- Complete preauthorization for Purchase and Referred Care and health insurance as necessary.
- Participate as a member of the CIT CHC Safety Committee and Quality Improvement Committee.
- Establish and prepare Nursing Department specific onboarding direction to assist CCH&WC Leadership Team and Human Resources in a robust onboarding for all newly hired nursing staff; assure nursing department SOP are understood and followed by staff.
- Assist Quality Improvement Coordinator (QIC) with developing accreditation policies and procedures specific to nursing functions. Active participant in Quality Improvement activities and responsible for all nursing elements in this process including audits, surveys, and delegation of QI duties. Comply with all established HIPAA protocols.
- Apply time management and patient care coordination skills to effectively provide nursing and health care services.
- Provide each new staff with a 6-month evaluation and post-orientation staff with an Annual Evaluation per HR policy.

- Utilize Electronic Health Record (EHR) medical records system, in a competent manner, and provide team support for efficient functionality.
- Maintain nursing licensure requirements
- Perform other duties as assigned.

QUALIFICATIONS:

- Candidate must have a Bachelor's in Nursing (BSN) from an accredited school of nursing.
- Current and unencumbered Oregon State Licensure as a Registered Nurse (RN).
- Candidate must have at least five years of clinical nursing experience and two years of management experience. Experience working with Tribes and/or Indian Health Service is preferred.
- Demonstrated skills in interpersonal relationships, verbal and written communication, management, and nursing practice standards.
- Leadership experience and capability
- Skills in all aspects of computer applications in health care including basic computer use and effective use of electronic medical records.
- Demonstrated proficiency in phlebotomy.
- Expertise in telephone triage and patient instruction regarding treatment of the condition.
- Computer experience required.
- Electronic Health Record experience required.
- First Aid/CPR certification required or ability to obtain within 90 days of employment.
- Valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier.
- Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
- Knowledge of professional nursing standards, theories, abilities, procedures and techniques used in acute and chronic disease care and education and have the ability to implement these within a clinical setting.
- Experience with Quality Improvement Activities and knowledge of accreditation requirements and processes
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs.
- Good typing skills and be familiar with basic management and office procedures.