

**REDDING RANCHERIA
POSITION DESCRIPTION**

		DATE: October 8, 2015	
		JOB NUMBER: MED202	CLASSIFICATION LEVEL: Group 8
POSITION TITLE: Registered Nurse		DIVISION/DEPARTMENT: Medical	
REPORTS TO [JOB TITLE AND/OR DIVISION/DEPARTMENT]: Nursing Supervisor			
FLSA STATUS: Non-Exempt		POSITION STATUS: Full-time	

BASIC JOB PURPOSE/FUNCTION:

Facilitator of patient care in an ambulatory setting. Render assistance to the clinic providers and perform specified duties.

ESSENTIAL JOB DUTIES:

1. Admit patient to clinic, including initial triage and gathering health information.
2. Take patient history and routine vital signs of patients, including temperature, pulse, respiration, and blood pressure; and record results in patient charts.
3. Assist provider with medical procedures such as sutures, casts and examinations.
4. Change dressings and apply bandages under the direction of the provider.
5. Perform routine tests consistent with training and clinic policies (i.e., audiometry, EKG, ultrasound, oximetry, spirometry, breathing treatments, visual acuity).
6. Assist provider in collecting of handling needed specimens (i.e. blood, urine) and prepare specimens for transfer and analysis at outside laboratory.
7. Perform routine lab tests consistent with training and clinic policies
8. Administer immunizations, injections, oral/rectal/ocular/inhaled medications, and appropriate treatments.
9. Perform venipuncture/capillary draws for obtaining blood samples.
10. Utilize infection control policies and practice Universal Precautions.
11. Discuss patient problems by telephone when appropriate and direct patient to proper care.
12. Document all procedures in medical records.
13. Perform other related duties as needed.

NONESSENTIAL JOB DUTIES:

1. Assist with the maintenance and inventory of medical equipment, supplies, and educational materials
2. Serve as back-up relief for Nursing Supervisor in his/her absence.
3. Perform other related duties as needed.

SUPERVISION EXERCISED:

None

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles of nursing, and clinical procedures.
- Knowledge of Native American cultural practices and customs.
- Knowledge of legal issues related to nursing.
- Skill at performing patient assessments and examinations.
- Skill at interviewing patients to obtain medical histories.
- Skill at documenting patients' condition, treatment and care plan on health records.
- Ability to read and interpret patient charts.
- Ability to communicate with patients of diverse backgrounds.
- Ability to perform basic nursing procedures.
- Ability to establish and maintain working relationships with members of health clinic staff.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

- Graduate of accredited school of registered nursing and possess current/valid R.N. license.
- Familiarity with computer software preferred ex: Electronic Health Records
- CPR certification.
- Must be fingerprinted and pass background check.
- Must pass pre-employment drug screening.
- Indian preference.

WORKING CONDITIONS:

Work is performed in an interior medical/clinical environment. Position involves prolonged standing, walking, some lifting, bending, turning, stooping and reaching. Requires careful attention and caution when using instruments. Position is under exposure to infection and communicable diseases. Will work with blood and blood-borne pathogens and will require OSHA training.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Redding Rancheria reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.