



Nooksack Indian Tribe Job Description



Job Title: Advanced Registered Nurse Practitioner (ARNP)
Department: Nooksack Health Center
Reports To: Medical Director
Job Status: Non-Exempt
Type:
Grade: N

JOB SUMMARY: The Advanced Registered Nurse Practitioner provides medical/nursing care using the process of assessment, diagnosis, treatment and evaluation services to patients who are seen in the Tribal Ambulatory Health Clinic. The ARNP performs procedures or provides care services that are within the scope of practice according to the Commission approved certification program including obtaining and documenting patient medical history, discussing exam results with patients and guardians, and counseling patients on proper diet, nutrition, hygiene and lifestyle, and ensures patient care include provision of Government Required Patient Act services.

MAJOR TASKS AND RESPONSIBILITIES:

1. Provides systematic care to patients in an outpatient clinic.
2. Using appropriate equipment and techniques to perform complete physical examinations.
3. Evaluates total health care needs of patients; with parent (as defined by patient age) and develops treatment plans to meet healthcare needs.
4. Provides on-going support, education and referral to patients regarding diet, hygiene and methods for prevention of disease.
5. Admitting patients to an outside healthcare facility, when needed, for investigations, special care and treatment.
6. Diagnosis suicide ideation cases and refers, as appropriate to hospital for 72 hour hold. Coordinate transports with Tribal Public safety, when needed.
7. Dispenses and prescribes pharmaceuticals and/or written prescriptions (if possess valid DEA license).
8. Educates patients and family regarding treatment plan.
9. Promotes and facilitates preventative care for mothers, including prenatal, postpartum and family planning.
10. Reports births, deaths and outbreaks of contagious diseases to the governmental authorities.
11. Makes house and emergency calls to attend to patients unable to visit the clinic.

12. Maintain detailed notes as legal documentation of treatment beneficial to other healthcare providers or professionals.
13. Communicate with other non-medical and medical staff in the clinic to guarantee high quality care and treatment.
14. Working in a method that is reliable and meets Federal health and Safety standards, especially concerning the handling and disposal of bodily fluids and sharps.
15. Participate in on-going training, as needed to maintain quality treatment and as required to maintain a valid license.
16. Promote proper health education to patients, staff and the community on an on-going basis.
17. Participate in creating, presenting and monitoring of health programs or events, as appropriate.

OTHER DUTIES:

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.

PREFERENCE:

- Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

MINIMUM QUALIFICATIONS

The following qualifications are required for the incumbent to have, in order to be considered for the position.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- Possess Advanced Registered Nurse Practitioner education and training from an accredited university in the United States.
- Possess a Bachelor of Science Degree in Nursing
- Must possess 5 years of work experience as an Advanced Registered Nurse Practitioner in an outpatient health clinic.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES POSITION:

- Knowledge and experience with Electronic Health Records
- Demonstrated problem-solving and work flow management skills
- Demonstrates a commitment to service, organization values and professionalism through appropriate conduct and demeanor, at all times.

- Maintains HIPAA, confidentiality and protects sensitive data, at all times.
- Responds to demanding and complicated patients situations.
- Effectively communicates with other doctors, nurses and other staff.
- Maintains concise, timely and accurate confidential records of patients.
- Ability to prioritize patients according to their clinical needs.
- Possesses good time management skills to balance clinical duties.
- Strong decision-making.
- Utilizes team approach to provision of health care

REQUIRED CONDITIONS OF EMPLOYMENT:

- Must pass alcohol/drug test at time of hire and throughout employment.
- Must pass criminal background check at time of hire and periodically thereafter.

REQUIRED LICENSES OR CERTIFICATIONS:

- Possess a valid License as an Advanced Nurse Practitioner (ARNP) in the State of Washington that is not subject to sanctions or restrictions from the National Commission on Certifying Agencies of the American Boards of Nursing, and maintains in good standing throughout employment with the Nooksack Indian Tribe.
- Possess a Valid Drug Enforcement Agency (DEA) license and maintains in good standing throughout employment with the Nooksack Indian Tribe.
- Possess current Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certificates and maintains current.
- Must have and maintain throughout employment a valid Washington State Driver's License and meet the insurability requirements of the Tribe. (Must Provide Driving Abstract at time of hire).

PHYSICAL REQUIREMENTS (*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.*):

- The standard work week is 8:30-5:00 Monday through Friday (occasionally may have to work evenings)
- While performing the duties of this job, the employee is regularly required to sit for long periods and frequently required to talk and listen.
- Sitting for extended periods while at a desk or in meetings.
- Manual dexterity to operate a keyboard, calculator, and telephone system
- Ability to lift up to 20+ pounds without assistance occasionally.
- Typical office setting with environmentally controlled conditions.
- Read, write, speak and understand English
- Ability to listen, understands patients, and has the ability to translate rules, regulations, and policies to clients so they understand the issues/problems.
- Operate in mentally and physically stressful situations with composure.
- May have to walk/drive between office locations under a variety of conditions.
- Must be able to bend, reach, kneel, twist, and grip from assigned work areas.

- **Keyboarding:** Frequently for short intervals throughout work shift depending on specific work requirements.
- **Sight:** Constantly, using computers, reading fine print, interacting with the public and coworkers; visual requirements include hand/eye coordination and visual acuity in near/midranges.

DESIRED SKILLS/KNOWLEDGE/ABILITIES POSITION

The following qualifications are preferred/helpful for the incumbent who has these skills/knowledge or abilities for this position.

- Preferably in Native American clinic or Community Health Clinic

ATTESTATION

I have read and understand the position requirements as stated above I further, understand that occasionally I may be instructed to perform duties that are not listed above but are relative to my position.

The Tribe hopes that the employment relationship will be long and productive, however the Tribe is an employer at-will therefore you may terminate the employment relationship at any time and likewise the Tribe may terminate the employment relationship at any time. Neither you nor the Tribe needs to provide a reason for a decision to terminate the employment relationship.

Employee's Signature **Date**

Supervisor's Signature **Date**