

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-18-73



POSITION TITLE: Surgical Clinical Nurse

CLASSIFICATION: Open until filled

Position Summary:

Under general supervision of the Nurse Executive while the Chief Nurse Executive maintains division oversight. The Surgical Clinical Nurse will, manage, coordinate, and maintains clinical standards of care and guidelines for all weekly Surgical Clinics. The Surgical Clinic nurse will receive medical direction from the medical staff. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Coordinates the preparation of patient for tests, examinations, treatments, and minor surgical procedures.
- Maintains standards of care on patients coming to Surgical Clinics.
- Performs clinical procedures when necessary.
- Coordinates care and patient visits with other department for the prevention of high risk-related disease or illness of patients.
- Works in collaboration with Direct and Referred Case Management Nurses for patient management and coordination.
- Interviews patients and family members during screening and consults with Health Care Team members to determine kind of care needed.
- Maintains health records by documenting observation, nursing interventions and therapeutic measures administered.
- Triage and provides urgent/emergency treatment, according to the status of patients and level of care needed within scope of learning.
- Sets up and operates specialized equipment, such as cardiac monitors, defibrillators, EKG machines, resuscitators and suction machines.
- Reviews health maintenance data and actively participates in the implementation of WIHCC maintenance objectives.
- Provides counseling and patient education to patients and families on surgical procedure, pre/post-operative care, and discharge activities.
- Arranges transport for patients via ground or to referral facilities as requested.
- In collaboration with Purchased Referred Care, Business Office, and Patient Registration, pre-screens patient for alternate resource for referred care service.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Valid Registered Nurse license from one of the 50 states; a minimum of three years of professional nursing experience, with at least one year in outpatient care environment is highly recommended. Current BLS/CPR certification is required. ACLS and PALS certifications are recommended Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of professional nursing principles, practices and procedures required to provide nursing care to patients with a wide variety of conditions, which also involves consideration of the physical, spiritual and psycho/socio-cultural aspects.
- Knowledge of and ability to provide advance emergency measures through anticipation and intervention utilizing advanced nursing skills.
- Knowledge of and the ability to operate advanced medical equipment and its proper use and assist with invasive intervention.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill to provide comprehensive nursing care.
- Ability to function independently in the Surgical Clinic.
- Ability to recognize adverse signs and symptoms, which are not always apparent and to act promptly in emergency situations including the implementation of lifesaving techniques.
- Ability to provide guidance and leadership to other nursing personnel.
- Ability to provide individual and family counseling, guidance and health instruction to help patient to understand how to prevent disease and maintain good health.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.