

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-121

Closing Date: Open until filled



POSITION TITLE: Infusion Clinical Nurse

DEPARTMENT: Nursing - Urgent Care

Position Summary:

Under general supervision of the Supervisory Clinical Nurse in Urgent Care. Infusion Clinical Nurse plans, directs, and coordinates daily patient care activities. Ensure adherence to established clinical policies, protocols, regulations, and standards. Provide nursing care, within scope of practice, to patients in accordance with standards of nursing care and primary care provider orders. Will serve as the clinical oversight and will receive medication direction from the medical staff. Upholds 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 care for all infusion clinic patients including, but not limited to, scheduling, transition of care from outside facilities, provider approval/acceptance, ordering of medications, monitoring relevant lab results, communicating with internal and external providers, and providing patient follow up care.
- Performs clinical procedures of taking vital signs, measuring heights and weights, testing capillary blood glucose, and obtaining blood draws in the outpatients setting for all infusion clinic patients.
- Assesses all infusion clinic patients for immediate/urgent treatment needs prior to during, and following any infusion procedures. Provides interventions as appropriate.
- Provides allergy injections according to written, patient specific protocols. Provides emergency treatment for reactions according to protocol.
- Performs all infusion therapies according to the current Infusion Nursing Standards of Practice guidelines.
- Completes patient and provider chart reviews for upcoming infusion clinic visits.
- Completes infusion or injection as per provider orders.
- Prepares patients for tests, exams and treatment; give medications as ordered via approved route; understands side effects of these medications and discusses them with the patient.
- Maintains health records by proper and complete documentation of nursing observations, interventions, therapeutic measures, and patient education.
- Initiates and maintains Plan of Care of all infusion clinic patients in the Electronic Health Record.
- Set-ups and operates specialized equipment, such as cardiac monitors, defibrillators, EKG machines, ventilators, etc.
- Provides counseling and teaching to patients and families on preventive, curative and rehabilitative measures involved in health care.
- Collaborates in developing and evaluating Standards of Care of Infusion Clinic patients.
- Participates in planning and implementation of QI studies, audits and surveys as identified.
- Implements and updates infusion policies, procedures, and/or practice guidelines in compliant with state and federal laws and professional standards.
- Uses research findings and current best evidence to expand nursing knowledge in infusion therapy, to validate and improve practice, to advance professional account-ability, and to enhance evidence-based decision making.
- Participate and coordinate in quality improvement activities that advance patient care, quality, and safety.
- Adheres to all HIPPA and HITECH rules and regulations.
- 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 WIHCCs 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:

Bachelor of Science in Nursing required with three years of infusion nursing related experience for assignments in the Infusion clinic. Current licensure as Registered Nurse required. Previous clinical knowledge in specialty area. Certified Registered Nurse Infusion (CRNI) preferred. Current Basic Cardiac Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support required. Completion of the Fundamentals of Infusion Therapy training program provided through the Infusion Nurses Society preferred or to be obtained within the first 6 month of hire. Membership in the Infusion Nurses Society preferred. 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 established professional nursing principles, practice and procedures.
- Knowledge of and ability to independently assess the patient's educational need for the purpose of assisting the client toward his/her goal, preventing complications and improving quality of life.
- Knowledge of documentation standards and ability to accurately and completely document clinical data relating to the patient and/or family.
- Knowledge of clinic accreditation requirements (including patient education, GPRA standards) and other regulatory agencies.
- Knowledge of practices and procedures, medical equipment and supplies for the purpose of carrying out nursing care of patients.
- Knowledge of pharmacology and skill sufficient to administer prescribed medications and observed or the desired action, dosage and adversities of the medications.
- Knowledge of, and skill sufficient to recognize deviations from normal; sufficient to warrant immediate medication of the patient care plans, with delayed notification of the team leader for concurrence in the modification of the plan.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- 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.