



NVIH POSITION DESCRIPTION

REGISTERED NURSE CLINIC COORDINATOR

REPORTS TO: Nursing Director

SUPERVISES: None

POSITION SUMMARY: The Registered Nurse Coordinator relates effectively with other health providers and nursing staff to ensure continuity of care; maintains satisfactory relations with other departments; participates in all phases of education, patient advocacy, maintenance of records and upgrading of policies, procedures and skills of personnel. Assists the Nursing Director and other providers in the development and maintenance of standards consistent with the level of care set within the scope of the Nursing Practices Act and maintains standards consistent with the level of care set by Title 22.

RESPONSIBILITIES:

1. Provides the best possible nursing care by planning, organizing and directing the nursing functions of patients of the organization.
2. Makes nursing assignments appropriate to the skill level of the employees.
3. Maintain acceptable standards of patient care.
4. Creates a working climate that provides growth and job satisfaction of personnel.
5. Accurately and promptly implements physician's orders.
6. Maintains the standards of accurate and complete recording and reporting.
7. Participates in planning changes and improvements.
8. Supports and enforces infection-control policies and procedures.
9. Arranges to have needed supplies and equipment on hand and maintains standards of cleanliness and organization within the Medical Clinic area.
10. Participates in orientation and in-service training for personnel.
11. Nursing Triage of clinic patients, screening and treatments per NVIH Triage Protocols.
12. Assists in the evaluation of the performance of nursing personnel and transportation service to ensure patient care, staff relations and efficiency of service, with recommendations for appropriate action.
13. Assists in reviewing and revising clinic policies and procedures.
14. Maintains a professional approach with confidentiality.
15. Maintain cost effectiveness of programs, recommending improvements to provide better utilization of personnel and resources.
16. Attends all trainings, meetings and conferences as required, including continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license.
17. Assist providers with follow-up of all abnormal test results.
18. Meet deadlines for duties and assigned projects in a timely, efficient manner.

19. Participates in ongoing quality improvement monitoring and activities.
20. Implement appropriate patient teaching that is directed toward preventing illness and maintaining health in cooperation with and as directed by providers and the Medical Director.
21. Contributes to the attainment of the goals of the organization by promoting working relationships within the organization and contacts with individuals and agencies in the community in an effort to contribute to better public understanding of health services.
22. Identify victims of child and adult abuse, assault and domestic violence and provide intervention, make referrals as necessary and report to appropriate agency.
23. Promotes working relationships within the organization and agencies in the community.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

QUALIFICATIONS:

1. Graduate of an accredited School of Nursing preferably with a Bachelor of Science degree.
2. Current licensure by the California State Board of Nursing as a Registered Nurse.
3. Minimum of three (3) years experience as a RN, which includes at least one (1) year of ambulatory outpatient experience.
4. Possession of a valid California driver's license and personal automobile insurance.
5. Current CPR certificate.
6. Ability to establish and maintain effective working relationships; coordinate activities among departments within the organization and groups outside the organization.
7. Demonstrate a combination of maturity, judgment, experience and confidence to practice independently in a variety of challenging situations.
8. Ability to work productively with individuals and with professional and other groups within the community; to gain satisfaction through growth and development of others; to efficiently plan and execute work; to seek and use supervision and consultation; to exercise good judgment; and to communicate effectively with individuals and groups both orally and in writing.
9. Express ideas clearly and concisely, logically and coherently.
10. Exercise balanced judgment in evaluating situations and making decisions.
11. Ability to respond effectively to the most sensitive inquiries or complaints.
12. Ability to be prompt and efficient with minimal absences.

13. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
14. Ability to learn and adapt, supervise and direct others, display concern and initiative, and be resourceful and calm in emergencies.
15. Indian preference. *

*Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473).

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from patients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, taste and smell. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

FLSA STATUS: Non-exempt

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

DATE OF LAST REVISION: 5/02 11/02 8/13 _____

DATE OF LAST REVIEW: _____

ASSIGNED SITE: Willows / Chico / Woodland