



## Elbowoods Memorial Health Care Centers

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** Specialty Nurse, RN  
**RESPONSIBLE TO:** Director of Nursing  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Responsible to the Elbowoods Memorial Health Center, Director of Nursing, to maintain standards of patient care. The purpose of this position is to provide specialized nursing serves in accordance with professional and nursing principals. This position requires licensure as registered nurse and experience as stated.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- 1) Position serves primarily as Clinical Staff Nurse at the TAT Health Centers.
  - i. Responsible for the overall flow of patient care, assists physicians with patient care, scheduling examinations, and performing miscellaneous reception and office duties in connection with charting, referrals, appointments, and assuring that supply stocks are adequate.
  - ii. Coordinate timely flow of patient care in the clinic.
  - iii. Obtain and accurately record patient history, chief complaints, vital signs, and current medication in patient record.
  - iv. Set up and assist primary care provider with medical procedures such as suturing, minor surgery, casting, and urgent care treatments.
  - v. Maintain or insure cleanliness of exam rooms and work areas.
  - vi. Draw, prepare, and test blood and other body fluids per provider's order (site dependent).
  - vii. Provides follow up patient care, education, and completes primary care provider's orders.
  - viii. LPN and RN nursing staff will adhere to their scope of practice according to the North Dakota Board of Nursing.

- ix. Accurately complete nursing documentation in a timely fashion.
  - x. Communicate issues and concerns following the chain of clinical command.
  - xi. Collaborates with other health care professionals regarding clinical issues and patient care.
  - xii. Assesses, plans, and implements urgent care treatment as required.
  - xiii. Assist with updating policies, procedures, chart reviews, and forms.
  - xiv. Maintains licensure and CEU's in accordance with the North Dakota Board of Nursing standards.
  - xv. Performs clinic orientation for new Nursing staff.
- 2) Represents TAT Health Care Centers in a highly professional manner.
  - 3) Assesses the patient biophysical, psychosocial, emotional, educational, spiritual, cultural needs of patients.
  - 4) Utilizes the nursing process, initiates and completes patient assessment and initiates, develops, implements, and evaluates the patient care plan.
  - 5) Provides comprehensive nursing care to patients' plan of care and the providers medical plan of care
  - 6) Operates and monitors medical equipment (such as Infusion pumps, AED, EKG machine, O2, suction, neb machine etc. Reports malfunction to biomed/maintenance.
  - 7) Administers therapeutic measures as prescribed by provider including medications, IV fluids, treatments, and assists with procedures: prepare the patient, assisting during the procedure and evaluating results.
  - 8) Develops a plan of care for individual patients utilizing nursing diagnosis, participates in problem solving to improve service delivery of patient care in collaboration with all nursing and providers.
  - 9) Participates in implementing changes and actives to improve nursing services.
  - 10) Supports and adheres to administrative and nursing service policies and procedures.
  - 11) Participates in and contributes to improving the quality of nursing care.
  - 12) Provides patient and families education
  - 13) Assists with the management of supplies and equipment on clinical area.
  - 14) Maintains professional knowledge and proficiency through continuing education, in-service, workshops' and staff meetings.
  - 15) Adheres to all policies and procedures of EMHC nursing departmental facility.
  - 16) Establishes positive communications with all departments of EMHC to assure stable operations.

- 17) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 18) Maintain required reporting as assigned.
- 19) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 20) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 21) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
- 22) Able to adapt and work with a wide range of providers and specialty providers on ongoing basis.
- 23) And other duties as assigned.

#### **QUALIFICATIONS AND EDUCATION:**

- High School Diploma / GED, **REQUIRED**.
- Must be a graduate of an approved Nursing program, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Hold a current Registered Nurse license or temporary permit from the North Dakota Board of Nursing, **REQUIRED**
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Medical Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

### **WORKING CONDITIONS:**

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

### **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resources  
404 Frontage Road  
New Town, ND 58763**

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**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.