

REGISTERED NURSE (RN) JOB SUMMARY

Purpose

The Registered Nurse (RN) will be responsible for providing patient care for the Trenton Community Clinic which is an Indian Health Service (IHS). Through IHS, the Trenton Community Clinic is responsible for providing federal health services to American Indians and Alaska Natives. The Trenton Community Clinic is part of the Trenton Indian Service Area.

Additional responsibilities and duties will include assessing a patient's condition, administering medications, updating patient records, providing emotional support, and educating patients on how to manage illness or injuries by direction of the Trenton Community Clinic's medical providers. This is a full-time position with a work schedule of Monday – Friday, 8:00 AM to 4:30 PM.

Responsibilities

- Performs and conducts patient intake by working closely with patients throughout the intake process to assist providers in the development of treatment plans and strategies. Responsible for asking patients questions about current symptoms, medical histories, and medications to provide providers with a complete understanding of a patient's current medical needs and background.
- Records all care information concisely, accurately, and completely, in the appropriate format per Clinic requirements and expectations
- Consults and collaboratively coordinates with health care providers and health care team members to assess, plan, and implement patient care plans
- Records patients' medical information and vitals
- Administration of care and medication responsibilities. Provide direct care to patients, including administering medication or treatments (I.e. wound care, applying topical treatments, administering medications, vaccinations, etc.)
- Prepares equipment and aids health care providers during examinations and treatments of patients'
- Provides counseling, guidance, and health instruction to patients
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Physical Demands

- Regularly required to stand, talk and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms.
- Fine motor skills
- Visual acuity

Qualifications

- Graduate of accredited registered nursing program
- Must have passed the National Council Licensure Examination

- Current RN licensure, in good standing with the ND Board of Nursing or other current RN licensure that allows you and is recognized in the state of N.D.
- Current Basic Life Support (BLS) certification
- Minimum of two (2) years' experience, preferably in Clinic setting
- Valid driver's license with acceptable motor vehicle record
- Ability to demonstrate excellent observation, problem solving, verbal and written communication skills
- Excellent interpersonal and organizational skills
- Excellent bed side manner
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please print and complete our employment application.

Applications should be emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.