

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC. JOB DESCRIPTION**

**TITLE: REGISTERED NURSE**  
**DEPARTMENT: MEDICAL**  
**SUPERVISED BY: MEDICAL DIRECTOR**  
**CLASSIFICATION: FULL TIME EXEMPT**

**POSITION SUMMARY:** Functions as a member of the Medical Department Patient Care Team. Provides technical and professional RN support to the medical support staff. Will work closely with the Medical Director

## **ESSENTIAL JOB FUNCTIONS:**

- Inventories supplies and pharmaceuticals as necessary, orders equipment supplies and stocks medication. Maintains the inventory control records. Communicates with pharmaceutical representatives to maintain sample medication supplies.
- All hands on care as needed i.e., obtaining vital signs, height , weight, plots growth charts, prepares patients, instrument set up. Assists with examination and tests, ace wraps, splints, etc.
- Assists in training and education patients.
- Performs routine vaccinations and maintains accurate appropriate logs.
- Update and stocking of patient room supplies and oversees equipment maintenance.
- Ensures compliance with all state and L.C.T.H.C. regulations regarding the medical treatment of minors and ensures all unaccompanied minors have proper authorization prior to being placed in room for treatment.
- Triage patients in person and on the phone.
- Provides complete technical RN support for nursing staff
- Performs quality assurance audits and surveys and peer reviews; develops and revises quality assurance nursing standards, implements standards, evaluates their effectiveness.

## **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Current California RN License
- BLS certified
- 2 years experience in ambulatory care setting
- Ability to keep accurate records ability to organize multiple tasks
- Computer literate

### **All LCTHC 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 LCTHC policies and procedures as they may from time to time be updated.

## **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. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move

objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***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.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date