



NURSE (RN or LPN)

Supervised by:	Chief Nursing Officer
Location:	Sioux Falls, SD
Status:	Full-time (exempt)
Salary:	Dependent on licensure

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical team, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 403(b) with a company match of 100% of the first 3% the employee contributes
- 12 Wellness Days per year

POSITION SUMMARY:

Nursing staff will provide direct patient care that is safe, reliable, efficient and effective and within scope of practice as a licensed Registered Nurse or Licensed Practical Nurse to ensure quality care is provided that is culturally appropriate, mission aligned and in compliance with patient care procedures and program policies.

QUALIFICATIONS – Knowledge, Skills and Ability

Qualifications:

1. Must possess current license (RN or LPN) through the South Dakota Board of Nursing, or South Dakota Board of Medical Examiners, with no history of Board violations or issues.
2. Pass a federal background check. Must not have any felony convictions that relate to the Indian Child Welfare Act.

3. Provide Indian Preference documentation if claimed.
4. Must be at least 18-years-old
5. Be a positive role model for the community and others.

Knowledge of:

1. Private, local, state and federal resources for the treatment and care of patients.
2. Current documentation and coding (ICD9 & CPT).
3. Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
4. HIPAA and OSHA rules and requirements.

Skills and Ability to:

1. Enforce HIPAA requirements and maintain confidentiality.
2. Assist in performing direct patient care and diagnostic treatments as needed including the execution of standing orders.
3. Operate and maintain lab equipment, collect lab results and complete lab reports.
4. Dispense and administer sample prescriptions and in-house medications.
5. Comply with OSHA safety regulations and quality control of equipment and exam rooms.
6. Provide special state and federal health programs and services, i.e. All Women Count, Family Planning, STD and Immunization Program etc.
7. Perform nursing assessment and document into Electronic Health Record system.
8. Provide education (chronic and acute care) prevention health measures.
9. Establish and maintain a positive effective relationship with patients and staff.
10. Coordinate services for patients with other disciplines and agencies, i.e. AWC, Family Planning, WIC, Food Stamps, and County Welfare etc.
11. Document the release, transfer and receipt of medical records in accordance with HIPAA requirements.
12. Use general office equipment and computers at a proficient and accurate level.
13. Prioritize, coordinate, organize and schedule appointments and services.
14. Register and schedule patients through RPMS/Scheduling GUI.
15. Read, process, and/or prepare reports, records, and recommendations.
16. Travel and actively participate in required training sessions and team meetings.

SUPERVISION:

Reports directly to Nursing Supervisor, however also receives direction from medical providers, administration and the Executive Director.

RESPONSIBILITY AND DUTIES:

1. Carry out orders and assist medical providers in clinical procedures to ensure quality patient care is provided.
2. Monitor exam rooms by maintaining a sanitary and safe environment. Furniture and equipment should be wiped down after every visit. Report all problems with equipment to the Medical Supply Coordinator with suggested improvement.
3. Assure accurate care and handling of laboratory specimens such as; pap smears, cultures, and other specimens for laboratory testing that complies with OSHA safety requirements.
4. Instruct patient concerning health promotion in relation to their treatment by explaining procedures to alleviate anxieties or fears.

5. Maintain an inventory of medication and medical supplies. Submits purchase requests to maintain medical supply and medication inventory.
6. Maintain and practice nursing skills in accordance to nursing standards and procedures. Immediately report and document all accidental or negligent incidents as they relate to patients according to policy and procedure. Understand and satisfy state, federal and program regulations and quality assurance and safety standards; which establish minimums of care. Participate in clinic quality review care procedures and processes.
7. Prepare and transmit requests (ensure release of information is completed) for medical records to other agencies and document request in the patient's EHR. Upon receipt of the requested medical records. Nursing staff will file the records in patients' paper chart and document the receipt in the patient's EHR.
8. Prepare and transmit requests (ensure release of information is completed) for medical records from other agencies and document request in the patient's EHR. Transmission of said medical records shall be documented in the patient's EHR.
9. File all patient charts by the close of each business day.
10. Perform other duties as assigned.
11. Ability to maintain a flexible work schedule including evenings and weekends if needed.

STANDARD REPORTING REQUIREMENTS:

1. Completes daily GPRA and UDS reporting through the EHR.
2. Completes required reports for All Women Count, Family Planning, 4-1 grant (immunization records) and State Immunization Program and State STD.
3. Completes specialized reports at the request of the Executive Director.
4. Maintains appropriate files and reports to established nursing standards
5. Prepares at least one PDSA semi-monthly (every other month) that improves efficiently and/or eliminating waste, improves process of patient care, etc. The PDSA must follow *IPC-II* guidelines and instructions.
6. At least monthly, utilize the available automated EHR reporting programs, i.e. iCare, to provide quality Care Management and improve screening bundle, GPRA and UDS measures to meet or exceed established program goals.

PHYSICAL DEMANDS:

1. Involves direct and frequent contact with potentially unstable clients.
2. Involves direct contact with clients who may have infectious diseases.

DECISION-MAKING AUTHORITY:

Decisions include observing, contributing to assessments, and recording a variety of patient symptoms, behaviors, and needs and reporting all information to the medical provider; administering medications and treatments understanding orders and handling routine over-the-counter medications; determining and providing needed emergency care; include setting up and quality control of lab equipment and procedures. Determine medical equipment needs and supplies in conjunction with other medical staff.

Decisions referred to medical staff include the diagnosis and treatment care plan for patients.

LICENSES AND CERTIFICATIONS:

1. Licensed by the South Dakota Board of Nursing or South Dakota Board of Medical Examiners as RN or LPN.
1. Must be vaccinated against or be willing to be vaccinated against COVID-19.

2. Must be CPR certified or be willing to obtain CPR certification within 6 months of employment.
3. Certified in basic First Aid.