



SDUIH
South Dakota Urban Indian Health
— est. 1977 —
INTEGRATED CARE FOR ALL

LEAD NURSE

Supervised by:	Chief Medical Officer
Location:	Sioux Falls, SD
Status:	Full-time (exempt)
Salary:	Based on Experience

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.

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 401(K) with a company match of 100% of the first 4% the employee contributes
- Wellness Days

POSITION SUMMARY:

The Lead Nurse position 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.

The Lead Nurse will supervise the Nursing, Lab, housekeeping and CHR staff in the Sioux Falls clinic along with coordinating schedules, leave, and working closely with the providers to ensure clinic operations operate smoothly.

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. Must have at least 5 years of supervision of staff experience.
3. Pass a federal background check; Must not have any felony convictions that relate to the Indian Child Welfare Act.
4. Provide Indian Preference documentation if claimed.
5. Must be at least 18-years-old
6. Must be able to work between the hours of 8-5 Monday through Friday and weekends/evenings (with advanced notice) for special events, trainings, etc.
7. Be a positive role model for the community and others.
8. CPR/ BLS certified.

Knowledge of:

1. Private, local, state and federal resources for the treatment and care of patients.
2. Current documentation and coding (ICD10 & CPT).
3. Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
4. HIPAA and OSHA rules and requirements.
5. Native American culture and traditional healing.

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. Become lab certified within the first 6 months of employment.
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 in a timely manner.
16. Travel and actively participate in required training sessions and team meetings.

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. Complete patient charts and return phone calls 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.
12. Work closely with the Behavioral Health, Cultural and Street Outreach (Wo'Okiye) Team.

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. 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
2. Must be CPR certified

How to apply:

Interested individual should email their resume and completed application to Lonnie.Pickner@sduih.org. Applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed

SDUIH the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.