

CLINIC REGISTERED NURSE- FULL TIME

Native American Community Clinic
1213 E. Franklin Ave.
Minneapolis MN 55404
Phone: 612-872-8086 Fax: 612-872-8547
www.nacc-healthcare.org

ORGANIZATION SUMMARY

The mission of the Native American Community Clinic is to promote wellness of body, mind and spirit; and health maintenance in Native American families; to decrease health disparities in Native Americans in the metropolitan area; and to provide care regardless of ability to pay. The Native American Community Clinic provides medical, dental mental health and community health care.

JOB SUMMARY

This position assists in the assessment, planning, implementation and evaluation of patient care to a culturally diverse population and assures care coordination to patients with chronic conditions. The clinic nurse provides the nursing perspective on clinic wide quality improvement efforts and coordinates nursing department functions. This position reports to the Clinic Manager.

NURSING DEPARTMENT FUNCTIONS

1. Works with Clinic Manager and MA/Nursing Team to assure adequate staffing for smooth patient flow and coverage of essential nursing/MA functions
2. Assures systems are in place for appropriate handling of employee exposures (blood and body fluids) and employee health/immunizations.
3. Responsible for patient triage function: phone calls and walk-in patients.
4. Oversees efficient and cost effective supply ordering including medication and vaccinations. Responds to all medical emergencies and incidents involving patients, including exposures to blood and body fluid.
5. Coordinates Sage Program for eligible patients.
6. Follows up on abnormal lab results as directed by providers.
7. Responsible for performance improvement program and reporting related to nursing functions.
8. Works with entire care team to assure coordination of care for patients with chronic conditions.
9. Participates in work groups for transition to electronic medical records and Health Care Home
10. Develops template letters to patients as needed for continuing quality care.
11. Completes annual competency assessments of the Medical Assistants and LPNs
12. Performs patient rooming functions, including assisting with procedures, vision/hearing screening, administering injections as needed.
13. Respond to medical emergencies. Maintain crash cart.
14. Assures timely response to prescription refill requests, patient phone calls, referral follow-up.
15. Other related duties requested by Clinic Manager or Medical Director

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrates clinical competence
2. Excellent written and verbal communication
3. Well organized, good attention to detail
4. Ability to communicate respect and sensitivity to a culturally diverse population
5. Ability to react calmly and effectively in emergency situations

TRAINING AND EDUCATION

1. Registered Nurse licensed to practice in the state of Minnesota
2. Bachelor's Degree strongly preferred
3. Minimum 3 years experience, community clinic preferred
4. Experience with supervision, administrative work, clinical mentoring, desired
5. Current CPR certification

OTHER

Native Americans are encouraged to apply. Applications accepted until position filled.

HOW TO APPLY:

Please email cover letter and resume to Kari Rabie MD, Medical Director, c/o Myra Mondeth
Administrative Assistant: mmondeth@nacc-healthcare.org