

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Nurse Manager

SALARY RANGE: TSS 13

WORK STATION: Bishop

SUPERVISOR: Facility Administrator/Social Worker

SUPERVISES: Nursing & PCT Staff (Clinical Supervision)

POSITION SUMMARY: Under the supervision of the Medical Director and Facility Administrator, the Nurse Manager is responsible and accountable for the dialysis of chronic patients and the safe and efficient operation of the Dialysis Unit and staff.

QUALIFICATIONS:

1. Graduate from an accredited school of nursing and hold a current California R.N. license. Bachelor of Science degree desirable.
2. Completion of a hemodialysis training program.
3. At least twelve (12) months of experience in clinical nursing.
4. At least six (6) months of experience in providing nursing care to patients on maintenance dialysis.
5. Current CPR certification or obtain within 3 months of hire.
6. Must possess a valid driver's license and be insurable with company insurance.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference is accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473)

DUTIES & RESPONSIBILITIES:

1. Provides guidelines for measuring the quality of patient care, based on accepted standards of nursing practice.
2. Ensures participation of Hemodialysis Services personnel in the formulation of the standards of nursing practice.
3. Implements standards, annually reviewing and revising, as necessary, to reflect changes in nursing practice.
4. Demonstrates knowledge of the principles of growth and development over the life span and the skills necessary to provide care appropriate to the age of the patients served. He/she shall be able to interpret data about the patient's status in order to identify each patient's age specific needs and provide the care needed by the patient group including neonate, pediatric, adolescent and geriatric patients. Examples of skills necessary for each specific age groups includes:
 - Neonates - Pediatrics: interpreting nonverbal communication, safety practices and medication dosaging
 - Adolescents: enlisting patient in treatment, safety and security practices
 - Geriatric: physical limitations, psychosocial needs, age related conditions, safety and medication precautions.

5. Cultural practices will be addressed and supported as long as such practices do not harm others or interfere with the planned course of medical therapy.
6. Assures, clear, concise and current written policies and procedures are available to assist the nursing staff and support positive patient outcomes.
7. Ensures participation of the Hemodialysis Services personnel in the formulation of policies and procedures to all appropriate personnel.
8. Enforces compliance with policy and procedure and ensures they are based on recognized standards and guidelines.
9. Assures all new personnel successfully complete required orientation program.
10. Assures that technical and professional programs for staff development are scheduled based on:
 - Identified learning needs of personnel
 - Communication of Hemodialysis Services directives, policy and procedure
 - Maintenance and enhancement of clinical expertise
 - Encourages personnel career development and participation in professional organizations.
 - Participates in educational programs and staff meetings.
11. Supervises occupational safety program for personnel through networking with Head Technician that covers:
 - Surveillance of safety program;
 - Surveillance of infection control program;
 - Minimizing exposure to hazardous and toxic substances if required.
12. Acts as consultant in selection of personnel, determined by hiring policies of the facility and department, job requirements, qualifications, vacancies, availability and objectives relating to the quality of care delivered.
13. Participates in identification and selection of alternatives when negative outcomes require corrective action.
14. Reviews all water testing to ensure that results are within AAMI accepted standards.
15. Will be trained in reuse and water treatment as it pertains to dialysis.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and smell. The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.