

CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH
FIELD HEALTH DIRECTOR/PHN RN

DESCRIPTION OF WORK

General Statement of Duties: Field Health Director/PHN RN is responsible for the management of nursing services within the CRST Field Health Department and the four satellite clinics. The Field Health Director is responsible for assigning workload requirements to staff in each area. Provides oversight and ensures compliance with current safety and infection control standard and practices. Maintains nursing license and fulfills all requirements for continued licensure. Oversees, Coordinates, and performs professional nursing care to patients.

Supervision Received: The Field Health Director/PHN RN works under the immediate supervision of the Tribal Health CEO.

Supervision Exercised: This position will supervise all field health nursing and support staff (Maintenance, Janitors, Security, Billing Office and Field Health Patient Registration). Provides clinical supervision for all Field Health Nursing staff (RN, LPN, CNA, Lab) and Tribal Health Nurses when required.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Exercises full managerial responsibility and accountability for the planning, organization, and administration of the Nursing Department which includes directing professional, non-professional, and supportive personnel.

Participates in the formulation of policies, programs, and procedures related to the delivery of nursing services. Determines staffing and resources needed to make required improvements.

Utilizes established policies and procedures in making decisions; uses sound independent judgment in meeting responsibilities and performing duties.

Adheres to HIPAA Regulations and maintains all patient confidentiality.

Identifies existing and potential problems and takes effective action. Develops recommendations for needed improvements in patient care, procedures, equipment, and supplies, and makes recommendations to supervisors.

Functions as a role model for nursing staff by being always tactful and diplomatic; mentors and provides leadership for nursing staff. Ensures the proper flow of relevant information (policies, procedures, operational issues, personnel matters, clinical concerns, in-services, unresolved problems, etc.) to supervisor and supervised personnel.

Performs lab tests as ordered by the provider and documents results in health record. Operates a variety of clinic equipment and instruments; CLIA waived lab tests, etc.

Oversees and may perform daily and monthly quality assurance checks for medical equipment, laboratory equipment and pharmacy supplies at Field Clinics. Maintains prescription drugs, medical and office supplies. Notifies appropriate staff of supplies needed or equipment malfunction.

Formulates and implements overall community health nursing programs and plans to satisfy varying patient load requirements, priorities for service and other healthcare objectives; Tracks community health status and evaluate health trends and risk factors of population groups.

Oversees the Investigation of health problems and hazards such as communicable diseases and develop a recommended plan of action to address these issues. Provides health education to individuals, families, and community groups in various settings. Assists in performing community assessments to develop a plan of action. Collaborates and establishes partnerships with Tribal Community Health Representatives, Local, State, and Federal systems. Submits a monthly statistical and activity report and monthly schedules if applicable.

Complies with all regulating agencies such as; Centers for Medicare & Medicaid, Government Performance and Results Act, Centers for Disease Control, and OSHA guidelines.

Completes relevant continuing education/trainings mandated by Tribal and IHS administration and education/trainings as requested by the supervisor in relation to nursing duties. And is Responsible for organizing and coordinating all Field Health Nursing trainings, competencies, and continuing education.

Manages and maintains any pandemic health related activities, testing, policies and procedures, emergency hires, and administrative duties.

Coordinates job assignments and budgetary needs with Tribal Health Finance Department including billers and coders.

Ensures safe delivery of patient care and treatment of services.

Implements and participates in performance improvement program and activities that promote patient safety and risk management.

Participates in initial accreditation and maintenance of accreditation once obtained.

Travel to field health clinics is required when needed and as a supervisory inspection quarterly.

Travel may be required for training purposes and/or other work-related duties.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must know how to successfully navigate the Resource and Patient Management System (RPMS) and the Electronic Health Records (EHR). Must have knowledge of quality assurance, safety, and infection control in a healthcare setting. Must have knowledge of Tribal, State and Federal regulations. Must have the skills and abilities to work effectively with patients, medical and nursing staff and maintain good working relationships with and responds appropriately to health care staff, providers, and outside agencies conducting services within the department. Must possess excellent analytical, decision making and employee management skills. Experience in client relations and planning. Excellent leadership and interpersonal skills.

Education: A Bachelor's degree in Nursing is required. Graduate or higher-level degree accepted and preferred.

Experience: Minimum of five (5) years community health nursing experience is required. Three (3) years supervisory/management experience in community health nursing.

Special Requirements: Must be licensed as a Registered Nurse by the State of South Dakota required (provide documentation). BLS and ACLS certification required (provide documentation or attain in 30 days). Must have a valid driver's license (provide documentation) and be insurable under the Tribe's policy. Must have a current physical exam (provide documentation).

Employees of the Cheyenne River Sioux Tribal Health are expected to conduct themselves on and off the job in a manner which will bring credit to the organization. Employees are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials, or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Confidentiality: Must adhere to all state and federal confidentiality and privacy act rules and regulations. Confidentiality is very important in the Health Department. It is expected that all matters pertaining to client and their personal issues will be kept confidential. Failure to comply will be cause for dismissal. This position is strictly prohibited from participating in political activity.

Created Date: 02.14.2023