



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Registered Nurse- COVID Testing and Vaccine Clinics

CLASSIFICATION: Salaried/Exempt, Temporary Full-Time

IMMEDIATE SUPERVISOR: RN-Clinic Manager

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Mi'kmaq Nation (hereinafter, MN).

SUMMARY OF POSITION: The Registered Nurse (RN) provides professional nursing care through skillful collection of COVID-19 testing swabs and COVID-19 vaccine administration in accordance with policies procedures, and/or protocols. At the COVID-19 testing/vaccine site, the RN ensures maintenance of a safe work and patient care environment. This position maintains clinical and professional competency as appropriate to the population of patients served, specifically COVID-19 testing/vaccine competency. This position also assists with primary care responsibilities when necessary.

EDUCATION (AND PERTINENT EXPERIENCE): Bachelors of Science in Nursing. Associates Degree in Nursing is acceptable. At least two (2) years nursing experience is required and experience in health education is essential.

LICENSES OR CERTIFICATIONS REQUIRED: Current Maine Registered Nurse License. Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Ability to be proficient in the use of Electronic Health Record. Demonstrate a broad range of knowledge of health and disease, including an in-depth understanding of COVID-19. Professional knowledge of nursing care principles, practices and procedures required to assess needs of a wide variety of medical, surgical, and pediatric patients, as well as knowledge of the normal course of diseases, anticipated complications and indicated therapeutic interventions. Knowledge of pharmaceuticals, their desired affects, and complications of their use. Knowledge of adverse signs and symptoms and ability to react swiftly in emergency situations. Knowledge and skill in operation of specialized medical equipment such as AED, EKG, etc. Ability to teach and counsel clients in order to encourage them to assume responsibility for their own health status, and to assist them to understand disease prevention and health maintenance. Knowledge of available health care and health maintenance programs and resources in the community. Ability to communicate and interact with persons (staff, health care professionals, and individuals in the community), with different functions, levels of knowledge, and responsibilities. Knowledge of national and local nursing standards, accreditation standards, and quality improvement standards.

WORKING CONDITIONS: Work is performed in an outpatient care setting, office and Tribal facilities. There is common exposure to contagious and infectious disease occasionally. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors.

FUNCTIONS/TASKS:

1. Conducts COVID vaccine and/or testing clinics to include preparation of supplies, forms, advertisements, scheduling, etc. Events may take place on weekends or evenings.
2. Collect clinical specimens from patients, Mi'kmaq community members or employees using nasal swabs according to policy and procedure
3. Operates CLIA waived POC equipment to test specimens and/or prepare specimens for daily transport.
4. Perform all necessary data entry associated with processing orders for specimen collection.
5. Answer patient questions about COVID-19 and the specimen collection process, within scope of practice. Refer patients to their providers for questions outside of scope.
6. Review patient COVID-19 vaccination consent and interim clinical considerations for vaccine use.
7. Prepare and administer COVID -19 vaccine.
8. Complete all necessary documentation of vaccine administration (i.e., Maine ImmPact, VAMS and EHR/RPMS documentation).
9. Review V-Safe, VAERs information with patients.
10. Schedule second dose or boosters (when applicable).
11. Provide post vaccine patient observation and evaluation/management of any adverse reactions requiring medical care, under direction of provider.
12. Ensure the site follows infection prevention protocols including but not limited to guidelines for hand hygiene, donning and doffing of PPE (gowns, masks, and face shields), and sanitizing all high-touch items to include patients and/or employees.
13. Coordinate elements of care with appropriate care team staff according to policy and/or procedures.
14. Follows up with all COVID patients to assess their current health status, schedule follow-up
15. Maintain confidentiality with all aspects of information in accordance with practice, Tribal, State and Federal regulations.
16. Provide support to Micmac Family Health Services care teams (i.e., patient rooming and assessment, vital signs, phlebotomy, medication/vaccine administration, monitor patient's charts), etc. as needed/assigned.
17. Maintains professional knowledge and skills, by attending appropriate in-service and continuing-education programs. Keeps professional license current.
18. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.
19. Maintain strict adherence to the Privacy Act of 1974.
20. Review and abide by the MN Personnel Manual and MHD Policies and Procedures.
21. Attends all required training and assigned meetings.
22. Reports to work, meetings, training, and scheduled appointments on time.
23. All other duties as assigned.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

The closing date for the position is JANUARY 13, 2022. If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, and 3 professional references from current or past employers (within 3 years). A complete job description and an application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed job application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.