



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Clinic Manager - Registered Nurse  
**CLASSIFICATION:** Salaried/Exempt  
**SUPERVISORY:** Yes  
**IMMEDIATE SUPERVISOR:** Clinic Director/Primary Care Provider

**SUMMARY OF POSITION:** The Clinic Manager-Registered Nurse will provide nursing oversight and direction for ambulatory care services, clinical staff, and comprehensive preventative and therapeutic nursing care, including counseling and teaching in a healthcare setting. The incumbent will provide guidance and technical assistance for other nursing/non-nursing personnel and participate in a multi-disciplinary treatment team. The incumbent's work affects the patients' and the Mi'kmaq Nation's community's physical and psychosocial well-being. How the work is performed affects how the Clinic is perceived or regarded by the Mi'kmaq Nation's community.

**EDUCATION (AND PERTINENT EXPERIENCE):** Bachelor of Science in Nursing. An Associates Degree in Nursing is acceptable. No less than six years in an outpatient primary care health care setting combined with two years of clinic management experience is required. Experience in Health Education is essential.

**LICENSES OR CERTIFICATIONS:** Current Maine Registered Nurse License. Valid driver's license. A certified Health Educator license is desired.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Ability to be proficient in using Electronic Health Records. Demonstrate a broad range of knowledge of health and disease, including an in-depth understanding of Diabetes Management. Professional knowledge of nursing care principles, practices, and procedures required to assess the needs of a wide variety of medical, surgical, obstetrical, and pediatric patients, as well as knowledge of the normal course of diseases, anticipated complications, and indicated therapeutic interventions. Knowledge of pharmaceuticals, their desired effects, and complications of their use. Knowledge of adverse signs and symptoms and ability to react swiftly in emergencies. Knowledge and skill in operating specialized medical equipment such as AED, EKG monitors, spirometry, etc. Ability to teach and counsel clients to encourage them to assume responsibility for their health status and to assist them in understanding 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, accreditation, and quality improvement standards.

**WORKING CONDITIONS:** Work is performed in an outpatient care setting, Tribal and community buildings and patient homes. Work requires long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. 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. Assists with the program planning for the ambulatory care nursing activities.
2. Develops Nursing policies and procedures.
3. Participates in continuous quality improvement activities, surveys, and peer reviews. May assist with developing and revising nursing care standards, policies, and procedures. Represents nursing staff in various ABM/Micmac Health Department (MHD) Committees as assigned.
4. Participates in meeting accreditation standards. Serves on planning committees.
5. Prepares and submits nursing reports.
6. Supervision of other staff including performance evaluations and improvement plans when necessary.
7. Maintains supplies and equipment, upkeep of nursing area and maintains safe environment.
8. Counsels' patients and/or families in regards to planning continuity of care and implementing physician's directions in relation to health maintenance, home care, prevention of disease conditions, etc. Refers patients to appropriate resources.
9. Use of Electronic Health Record to review patient records and enter documentation for visit encounters, nursing interventions, therapeutic measures provided, referrals for follow-up care and patient requests.
10. Utilizing the nursing process, obtains a preliminary health history, makes a physical assessment recognizing the range of "normal" and the manifestations of common abnormalities, provides the necessary nursing care, or makes appropriate referrals to other health care team members.
11. Functioning under established routine and medical protocols, performs point of care tests, diagnostic procedures, consultation services, etc. Interprets selected laboratory findings and as appropriate, initiates action for necessary care. May perform additional duties such as assisting in laboratory and x-ray procedures if trained in these areas.
12. Provides direct nursing care for patients, including measures designed to prevent complications and minimize disabilities. Assists Medical Provider with diagnostic, therapeutic and minor surgical procedures. Administers oral and parental medications.
13. Operates a variety of medical equipment and ensures that equipment is in working order. Maintain clean work area in both the lab and workstation.
14. Initiates appropriate treatments such as wound care and immunizations. Administer injections such as vaccinations, Vitamin B12, Depo Provera, etc., in accordance with appropriate protocols for each type of administration.
15. Provides and/or assists in the provision of emergency treatment. Initiates appropriate measures in emergency situations when the medical provider is not immediately available; for example, take resuscitative measures in case of cardiac or respiratory arrest.
16. Promotes continuity of care by providing relevant health instructions, patient education, and referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in health care. Documents all actions in the patient's health record.
17. Assists with providing technical oversight for LPNs, para professional medical staff and student nurses while they are assigned to work in the Clinic.
18. Manage the Infection Control program.
19. Manage (and otherwise serve as backup for) Employee Health program.
20. Prepares and submits required reports (Governing Board reports for example) and health records within established deadlines.
21. Maintains professional knowledge and skills, by attending appropriate in-service and continuing-education programs. Keeps professional license current.
22. Receive and respond to medication requests. Responsible for sending medication requests to the medical provider, completing prior authorizations for medications that require it, and obtaining prescription drug monitoring reports for controlled medication requests.

23. Perform phlebotomy services which include verifying orders, blood draws, specimen processing, and completion of necessary paperwork for the contracted lab and for third party billing in the event the lab technician isn't available.
24. Triage patients requesting urgent appointments, to prioritize appointments on the waiting list.
25. When needed, screen patients prior to seeing the medical provider: Record patient's chief complaint, vital signs, measurements, and screenings such as tobacco, family, alcohol, etc.
26. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by ABM/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.
27. Ongoing development of Strategic Goals that align with the overall ABM/MHD Strategic Plan, and regularly seeks and secures opportunities and resources that will assist in the realizing of said Goals.
28. Maintain strict adherence to the Privacy Act of 1974.
29. Review and abide by the ABM Personnel Manual as well as all MHD policies and protocols.
30. Attends all required training and assigned meetings.
31. Reports to work, meetings, training, and scheduled appointments on time.
32. 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.

**Only individuals with proof of complete COVID-19 vaccination will be considered for hire.**

The closing date for this position is                     MAY 25, 2023                     Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to [www.micmac-nsn.gov](http://www.micmac-nsn.gov) to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

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](mailto:csmart@micmac-nsn.gov)

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.*