



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**OPEN: 11/29/18  
UNTIL FILLED**

**EXEMPT X  
NON-EXEMPT**

### POSITION DESCRIPTION

**POSITION:** INFECTION CONTROL RN

**RESPONSIBLE TO:** Nurse Supervisor

**SALARY:** GS-13 \$72,689 - \$93,617 Annual/Full Benefits  
GS-14 \$85,101 - \$110,633 Annual/Full Benefits  
GS-15 Only for Employees with 10+ years of Tribal Service

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, Oregon

### POSITION OBJECTIVES

The Infection Control RN will be responsible for the effective direction, management and operation of infection prevention and control, including education of personnel and personal service contractors of KTHFS. Responsible for incorporating accreditation compliance into the infection prevention/ control policies and procedures. Ensures that the Infection prevention/control goals are compatible with, and enhances KTHFS's mission, values and strategic plan. The Nurse may be called upon to perform a full range of nursing tasks for the Medical Clinic in a variety of settings, working with a diverse group of patients and care providers. The Nurse will exercise full professional discretion and technical judgment based on licensure. Works independently and consistently using the nursing process to safely, therapeutically, and efficiently care for a full assignment of patients with subtle and unidentified needs. Support and assist specialty clinics as assigned.

Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services.

### MAJOR DUTIES AND RESPONSIBILITIES

#### **Infection Control:**

1. Serve as the lead in implementing Infection Prevention and Control within KTHFS.

2. Responsible for providing Infection Prevention/Control initial orientation to new hire employees and annual re-orientation to all KTHFS employees. Trainings include but are not limited to Blood borne Pathogens, Exposure Control Plan, Sharps Injury Prevention, Infection Prevention and Control, and/or other trainings as required by regulatory guidance and/or accreditation standards.
3. Responsible for establishing, implementing, and administering Infection Prevention/Control strategy goals and objectives, and policies and procedures; conducts ongoing review of KTHFS policies, procedures and guidelines to identify infection control discrepancies and implements revisions as necessary.
4. Responsible for being the primary resource person for infection control issues with ongoing collaboration with other staff to provide optimal patient care, to evaluate their care and track infections.
5. Responsible for interacting with other KTHFS staff members to provide resource information, resolve infection control problems and identify new opportunities to improve services and reduces costs.
6. Responsible for conducting rounds at all KTHFS departments, discussing and monitoring infection control practices with staff; collect infection data from departments, maintain records for each case; train staff on implementation of infection control practices; investigate incidents of infection and reports incidents to the department management and Compliance Administrator. Work with department to develop a plan of correction.
7. Responsible for overseeing compliance of the Exposure Control Plan and Infection Control practices of KTHFS utilizing the national standards/guidelines of the Centers for Disease Control and Prevention.
8. Responsible for accurately maintaining all KTHFS employee environment health records, including but not limited to tracking immunization status, TB testing/status, required certifications, required licensures, required trainings, and initiating and maintaining post exposure records.
9. Responsible for maintenance, training, and policy development related to the medical clinic's crash cart, defibrillator, and all other Automatic External Defibrillators (AEDs) located throughout KTHFS.
10. Responsible for maintenance, training and policy development related to decontamination of all patient care areas with the potential of disease transmission that is within the clinic. This includes all environmental surfaces in the patient care areas before, between, and after all patient contacts including end-of-day and the clinic's sterilization process of medical clinic instruments.

11. Responsible for maintaining an accurate record of personal health inventory for each employee that includes but not limited to: immunization status or history of vaccine-preventable diseases (e.g. chicken-pox, measles, mumps, rubella, Hepatitis B) and history of conditions that may pre-dispose personnel toward acquiring or transmitting infectious disease. Administer required immunization and tuberculosis testing as indicated.
12. Responsible for coordinating required training for certifications (ex: CPR or ACLS) for KTHFS employees. Maintain accurate records of employee certifications.

**Clinical Nurse (as assigned):**

13. Responsible for serving as RN Case Manager for patients with rheumatoid arthritis. Duties to include but are not limited to coordinating the schedule for Rheumatologist new and chronic care patients, maintaining an accurate registry, coordinating care/follow up and providing patient education.
14. Under the direction of the Rheumatologist, review labs, diagnostic tests, consult letters, prior authorizations, prescription refills and coordinate follow-up activities for patients
15. Maintain accurate, complete, timely and professional documentation in the health records. Documentation of all patient contacts required; including but not limited to telephone calls, nursing visits and/or any significant changes for provider to review.
16. As per established protocol, Nurse will provide telephone and office triage; including conducting initial health assessment and identifying chief complaint, existing health problems, and health maintenance needs for all patients. Nurse will coordinate with medical providers for patient care needs.
17. Carry out orders in a timely and efficient manner. Care for and treat patients as directed by clinical providers. Duties include but are not limited to preparing patient for and assist with examinations or procedures, performing EKG testing, ordering and/or run laboratory tests, administering injections and medications, administering immunizations, dressing wounds & incisions, performing phlebotomy & obtaining IV access, and/or other related nursing tasks.
18. Provide support to the Community Health Nursing Program when appropriate, based on organizational need and supervisor direction.
19. Work as a team with the Lead Primary Care Provider, Family Practice Physicians, Family Nurse Practitioners, Health Systems Director and other Nursing Staff in making decisions which affect patient care and/or other clinic staff members.

20. Assist with the development and review of medical clinic and nursing related policies and procedures in accordance with evidenced based practice, federal and state regulations, and/or accreditation standards.
21. Consistently model appropriate behaviors, attitudes and skills that support the C.L.E.A.R. and H.E.A.R.T. customer-service standards to build positive relationships with patients and KTFHS employees.
22. Participate in staff meetings, peer meetings, in-service training activities and quality improvement activities.
23. Assist in the development and implementation of the KTHFS Quality Improvement Program, as assigned. Apply knowledge and experience with preparation for regulatory and/or accreditation review or inspections.
24. Train nursing students, family practice residents, pharmacy students, medical students, and/or any other students in outpatient clinic nursing standards and quality of care, as assigned.
25. Assist with the accurate data entry, tracking and reporting of all statistics for federal, state, I.H.S. and/or grant requirements, including but not limited to immunization reports, GPRR, IHS reports, and meaningful use as assigned.
26. The incumbent will be called upon to accomplish other tasks within his or her scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the general direction of the Nurse Supervisor. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision. The Infection Control RN will work within the context of standing orders and protocols.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of and the ability to interpret regulatory and accreditation standards.

Knowledge of nursing theory and practice.

Ability to provide patient education.

Ability to coordinate clinic activities; work well under pressure and demands for time.

Demonstrate the ability to successfully coach/mentor/train subordinates for sustained performance improvement.

Ability to perform job with minimum supervision.

Knowledge of out-patient or ambulatory clinic policies and procedures.

Knowledge of sanitation, nutrition, epidemiology and communicable disease control.

Knowledge of health care provider operating techniques.

Knowledge of children, adult and healthcare worker immunization recommendations and procedures.

Ability to efficiently and effectively manage multiple clinical tasks.

Ability to develop clinical pathways.

Ability to maintain quality, safety and infection control standards.

Ability to prepare and administer medication and injections.

Ability to perform specialized medical procedures, including, IV therapy and phlebotomy.

Ability to identify medical priorities for patient care and telephone triage.

Ability to effectively work with the public, co-workers, and supervisors; which includes communicating effectively both verbally and in written form.

Possess the tact necessary to work effectively with patients, physicians and other employees.

Must have ability to complete required documentation and required written follow-up.

Teamwork skills a must.

Demonstrate proficient computer skills for data entry, scheduling and other related duties.

Demonstrate ability to accurately maintain records and/or a filing system.

Ability to provide telephone triage while “on-call”, including during afterhours and on weekends.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a current State License as a Registered Nurse. *For out of state applicants; Oregon Registered Nursing Licensure required within 90 days of hire. (Must submit copy of Licensure with application.)*
- **REQUIRED** to have a minimum of three (3) years experience working in ambulatory, inpatient, outpatient, or other relevant clinic settings.
- **REQUIRED** to acquire and maintain ACLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to be proficient in phlebotomy, starting and maintaining intravenous access to patient.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

### **Preferred Qualifications:**

- Experience in Infection Prevention/ Control or Quality Management.
- Flexible work schedule with possible nights, weekends, or on-call coverage is strongly preferred.
- Positive working experience with Native Americans in a related field will be given preference.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
 ATTN: Human Resource  
 3949 South 6<sup>th</sup> Street  
 Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

