

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Licensed Practical Nurse (LPN)

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Charge Nurse

D. DESCRIPTION OF DUTIES: The Licensed Practical Nurse (LPN) utilizes training when assisting with the delivery of primary health care and patient care management in the clinic setting. The LPN performs a wide variety of patient care activities including documentation within the medical record. The position requires the ability to make decisions consistent with nursing practice, clinic policies and observance of confidentiality of patient information; works as a team with providers and provides direction to clinical support staff. Specific job duties include but are not limited to the following:

1. Performs general nursing care to patients of all ages within the scope of a Licensed Practical Nurse and in accordance with the Wisconsin Standards of Practice for Licensed Practical Nurses.
2. Prepares equipment and assists provider during treatment, examination and testing of patients.
3. Maintains and reviews patient's records, charts, and other pertinent information including, but not limited to chart preparation and medication reconciliation.
4. Greets patients and prepares them for provider examination. Screens patients for appropriate information.
5. Prepares and administers immunizations and medication to adults and pediatric patients as directed and in the appropriate manner. Observes, records and reports patient's condition and reaction to drugs and treatments to provider.
6. Instructs patients in collection of samples and tests and then informs patients of test and examination results.
7. Arranges for patient transfer and admission to acute care facility including contacting facility's nursing supervisor for a hospital room and providing report to admitting nurse.
8. Identifies patients that will benefit from care coordination or Clinical Social Worker.
9. Assists in booking appointments and ensures preference is given to patients of designated provider to provide coordinated care.
10. Responds appropriately to incoming telephone calls in a timely manner.
11. Prepare rooms, sterilize instruments, equipment or supplies; stock exam rooms and ensures the exam room is clean and supplies are not outdated.
12. Responsible for proper handling and storage of all medications and immunizations stored in the clinical area.
13. Order ancillary testing in the electronic health record.
14. Performs ECG's and presents results to health care provider.

15. Attends required meetings, professional development, and training, as well as participates in committees as requested.
16. Maintains patient privacy and security as required by HIPAA standards.
17. Identifies appropriate quality controls for assigned areas or responsibility and ensures that monitoring as well as process improvement is occurring.
18. Assists in policy and procedure review for applicable department.
19. Works toward achieving implementation of AAAHC certification and conducts appropriate follow up.
20. Regular attendance is required in order to carry out the essential functions of the position.
21. Other related duties as required.

E. POSITION RELATIONSHIPS:

1. **Internal:** Peter Christensen Health Center staff and clients
2. **External:** Frequent contact with patients/families and other medical providers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Clinic Providers, Nurse Supervisor and Clinical Manager.

H. EDUCATION: Must hold a current Wisconsin Practical Nurse License, with no restrictions or violations with the Wisconsin State Board of Nursing. Must hold BLS certification or obtain certification within 6 months of employment and maintain thereafter. Will accept individuals who have fulfilled the requirements of an accredited Practical Nursing program and are awaiting state board testing and licensing. Practical Nurse applicants must obtain a Wisconsin Practical Nurse license within four months of hire.

I. EXPERIENCE: Preference of one-year experience as an LPN in a clinic setting is desired. One year's Certified Medical Assistant experience in a family practice is required.

J. SKILLS:

1. Works as part of a team with clinic staff in a collegial and collaborative manner in which each understands and accepts the contributions and limitations of others.
2. Working knowledge of socio-cultural factors associated with the community's use of social and health care services necessary.
3. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision making.
4. Ability to understand patient attitudes and needs, develop and orient program goals and concepts accordingly, and to work effectively toward accomplishment of these goals with all staff members.
5. Ability to establish and maintain effective working relationships with officials, the public, patients, and other private and public health organizational representatives, health care personnel and community groups and organizations.
6. Ability to work under pressure and high stress, maintain personal composure, evaluate situations and act/react appropriately and use tact in dealing with visitors, patients and difficult situation while effectively managing time.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Certified Medical Assistant (CMA)

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Charge Nurse

D. DESCRIPTION OF DUTIES: The primary responsibility of this position assists with the delivery of primary health care and patient care management in the clinic setting. The Certified Medical Assistant (CMA) performs a wide variety of patient care activities including documentation within the medical record. The position requires the ability to make decisions consistent with clinic policies and observance of confidentiality of patient information; works as a team with providers. Specific job duties include but are not limited to:

1. Performs general medical care to patients of all ages within the scope of a Certified Medical Assistant.
2. Prepares equipment and assists provider during treatment, examination, and testing of patients.
3. Maintains and reviews patient's records, charts, and other pertinent information including, but not limited to chart preparation and medication reconciliation.
4. Greets patients and prepares them for provider examination. Screens patients for appropriate information.
5. Instructs patients in collection of samples and tests and then informs patients of test and examination results.
6. Arranges for patient transfer and admission to acute care facility including contacting facility's nursing supervisor for a hospital room and providing report to admitting nurse.
7. Identifies patients that will benefit from the Patient Centered Medical Home consults with Care Manager/Care Coordinator/Clinical Social Worker.
8. Responds appropriately to incoming telephone calls in a timely manner.
9. Prepare rooms, sterilize instruments, equipment or supplies; stock exam rooms and ensures the exam room is clean and supplies are not outdated.
10. Responsible for proper handling and storage of all medications and immunizations stored in the clinical area.
11. Prepares and administers immunizations and medication to adults and pediatric patients as directed and in the appropriate manner. Observes, records and reports patient's condition and reaction to drugs and treatments to provider.
12. Order ancillary testing in the electronic health record.
13. Performs ECG's and presents results to health care provider.
14. Attends required meetings, professional development, and training, as well as participates in committees as requested.
15. Maintains patient privacy and security as required by HIPAA standards.
16. Identifies appropriate quality controls for assigned areas or responsibility and ensures that monitoring as well as process improvement is occurring.

17. Assists in policy and procedure review for applicable department.
18. Works towards achieving implementation of AAAHC certifications and conducts appropriate follow up.
19. Regular attendance is required in order to carry out the essential functions of the position.
20. Other related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Peter Christensen Health Staff and clients.
2. **External:** Frequent contact with patients/families and other medical providers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Health Director, Clinic Providers, Charge Nurse (Direct Supervision), and Clinical Manager.

H. EDUCATION: Current AAMA or RMA Certification with no restrictions or violations with the American Association of Medical Assistants. Graduate Medical Assistants who have fulfilled the requirements of an accredited Medical Assistant program and are awaiting state board testing and licensing will be accepted, and must obtain a Certified Medical Assistance license within four months of hire. Must hold BLS certification or obtain certification within 6 months of hire, and maintain thereafter.

I. EXPERIENCE: One year of CMA experience in a clinic setting is preferred.

J. SKILLS:

1. Works as part of a team with clinic staff in a collegial and collaborative manner in which each understands and accepts the contributions and limitations of others.
2. Working knowledge of socio-cultural factors associated with the community's use of social and health care services necessary.
3. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision making.
4. Ability to understand patient attitudes and needs, develop and orient program goals and concepts accordingly, and to work effectively toward accomplishment of these goals with all staff members.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Fast paced clinic environment.
2. **Exposure to Hazards:** Daily exposure to bodily fluids and communicable disease.
3. **Physical Requirements:** Must be able to stand for extended periods of time. Must be able to sit for extended periods of time. Must be able to perform computer related work for extended periods of time. Must be able to physically transfer patients. Must be able to lift at least 50 pounds with no restrictions.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Registered Nurse (PRN)

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Charge Nurse

D. DESCRIPTION OF DUTIES: The Registered Nurse (RN) utilizes the nursing process when assisting with the delivery of primary health care and patient care management in the clinic setting. The position requires the ability to make decisions consistent with nursing practice, clinic policies and observance of confidentiality of patient information. Works as a team with providers and provides direction to clinical support staff. Specific responsibilities include but are not limited to the following:

1. Performs general nursing care to patients of all ages. Administers prescribed medications, treatments and monitors side effects in accordance with nursing standards.
2. Prepares equipment and assists providers during treatment, examination and testing of patients.
3. Observes, records and reports patient's condition and reaction to drugs and treatments to health care providers.
4. Oversees appointment bookings and ensures preferences are given to patients in emergency situations while maintaining the timely flow of patients.
5. Greets patients and prepares them for provider examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
6. Arranges for patient transfer and admission to acute care facility including contacting facility's nursing supervisor for a hospital room and providing report to admitting nurse.
7. Identifies patients that will benefit from Patient-Centered Medical Home and consults with Case Manager/Care Coordinator/Clinical Social Worker.
8. Responds to and refers incoming telephone calls.
9. Counsels patient and family regarding medications and treatment instructions.
10. Maintains and reviews patient records, charts and other pertinent information.
11. Informs patients of test and examination results.
12. Prepare rooms, sterilize instruments, equipment or supplies; stock exams rooms and ensures the exam room is clean.
13. Prepares list of medical supplies needed for procedures.
14. Responsible for proper handling and storage of all medications and immunizations.
15. Prepare rooms, sterile instruments, equipment or supplies and stock exams rooms
16. Administer immunizations to adults and pediatric patients
17. Order ancillary testing in the electronic health record
18. Administer and monitors intravenous therapy.
19. Administers intramuscular and intradermal medications
20. Performs wound care
21. Performs ECGs and presents results to health care provider
22. Calculates medication doses.
23. Screens pharmaceutical representatives.
24. Attends required meetings and participates in committees as requested.
25. Participates in professional development and training activities as requested.
26. Maintains patient confidentiality according to HIPAA standards.

27. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
28. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
29. Performs related work as required.

E. POSITION RELATIONSHIPS:

1. **Internal:** Peter Christensen Health Center staff and clients.
2. **External:** Frequent contact with patients/families and other medical providers.

F. SUPERVISORY RESPONSIBILITIES: None.

G. SUPERVISION RECEIVED: Clinic Providers, Charge Nurse, and Clinical Manager.

H. EDUCATION: Must hold a minimum of an Associate Degree from an accredited nursing program. Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board or a valid and current multi-state compact nurse license with no restrictions or violations present. BLS, ACLS certification or ability to obtain certification within 6 months of employment. PALS certification preferred. Graduate Nurses who have fulfilled the requirements of an accredited Registered Nursing program and are awaiting state board testing and licensing will be accepted, and must obtain a Wisconsin Registered Nursing license within four months of hire.

I. EXPERIENCE: One year of professional nursing experience in a clinic setting preferred.

J. SKILLS:

1. Works as part of a team with clinic staff in a collegial and collaborative relationship in which each understands and accepts the contributions and limitations of the other.
2. Ability to delegate appropriately and understands the responsibility of delegation.
3. Working knowledge of the socio-cultural factors associated with the community's use of social and health care services necessary.
4. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision-making.
5. Ability to understand patient attitudes and needs, develop and orient program goals and concepts accordingly, and to work effectively toward accomplishment of these goals with all staff members.
6. Ability to establish and maintain effective working relationships with officials, the public, patients, other private and public health organizational representatives, health care personnel and community groups and organizations.
7. Ability to work under pressure and high stress, maintain personal composure, evaluate situations and act/react appropriately, and use tact in dealing with visitors, patients and difficult situations, while managing time efficiently.
8. Knowledge of organizational policies, regulations and procedures to administer patient care.
9. Knowledge of common safety hazards and precautions to establish a safe work environment.
10. Ability to identify and maintain confidential material.
11. Ability to communicate orally and in writing information/presentations to a wide variety of staff.
12. Prepare and maintain records, writing reports and responding to correspondence.

