



KODIAK AREA NATIVE ASSOCIATION

Specialty Clinic Nurse / RN

Full Time/Eligible for Full Benefits Package

Hourly / Non-Exempt

Reports To: Nursing and Quality Director

Summary: Coordinates the scheduling, implementation, and follow-up for visiting Specialty Clinics and provides professional nursing care to patients in KANA clinic facilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Communicates with referring providers regarding Clinics. Schedules patients for Clinics, following guidelines specific to each Clinic.

Coordinates with Specialty Clinic staff as needed in arranging Clinic dates and CME presentations for KANA staff. Plans and prepares for the CME presentations.

Provides nursing care for patients during Clinic visits.

Manages direct follow-up for patients as ordered by the Specialists to include planning, lab work, procedures, and arranging for consults and follow-up appointments.

Maintains accurate patient lists for future Clinics.

Maintains detailed procedures manual for Specialty Clinic Operations.

Oversees Women's Health and OB/Gyn Case Management.

Explains procedures and treatments to patient to gain cooperation, understanding, and allay apprehension.

Administers prescribed medications and treatments in accordance with approved nursing techniques.

Prepares equipment and aids Medical Provider during treatment and examination of patient.

Maintains awareness of comfort and safety needs of patient.

Observes patient, records significant conditions and reactions, and notifies Medical Provider of patient's condition and reaction to drugs, treatments, and significant incidents.

Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.

Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.

Documents nursing history and physical assessment for assigned patients.

Prepares rooms, sterile instruments, equipment, and supplies for procedures.

Participates in department or unit quality improvement activities.

May be assigned additional nursing responsibilities.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Minimum Qualifications: Graduation from a two, three or four year registered nurse program and one year nursing experience and/or training.

License as a Registered Nurse, current BLS and CPR certifications.

Knowledge of Database, Internet, Spreadsheet and Word Processing software. Must have the computer skills needed to access and document in computerized medical records.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

To learn more or to submit an application, visit <http://kodiakhealthcare.org/>.

Please contact the KANA Human Resources office at careers@kodiakhealthcare.org with any questions.