



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT
2nd Posting**

**POSTING DATE: 01/08/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: REGISTERED NURSE

DEPARTMENT: ISLETA HEALTH CENTER

LOCATION: ISLETA HEALTH CENTER

NO. OF POSITIONS: 1 Full Time

POSITION #: 26018 POSTING #: 009

STATUS: EXEMPT

GRADE: H2 SALARY: \$25.78 - \$30.58 (Depending on Experience)

DESCRIPTION OF WORK

General Statement of Duties: The Registered Nurse assesses patients, assists providers in delivering and coordinating patient care, and insures the efficient flow of patients through the clinic.

Supervision Received: Supervised by the Nurse Manager.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Triage and assesses patients, determining priorities and actions required.
2. Recognizes urgent/emergent situations and initiates emergency procedures as indicated.
3. Plans nursing care, follows through with plan of care, and initiates arrangements for follow-up care.
4. Provides therapeutic interventions as prescribed, such as peripheral and central line intravenous medication administration and inhalation treatments, according to policy, procedures, and standing orders.
5. Assists provider with medical procedures using colposcope, leep, cauterizer, sigmoidoscope, pelvic exams, cast and splint applications, biopsy and suturing.
6. Operates and maintains medical equipment, such as EKG, fetal monitor, pulse oximeter, crash cart, etc.
7. Monitors patient flow and takes steps to insure efficiency.
8. Records information in patient records accurately and thoroughly.

9. Provides patient education and assists the patient to comply with medical regimen.
10. Performs venipuncture and lab procedures and notes results of laboratory tests.
11. Assists with training and supervising medical assistants.
12. Maintains and audits pharmaceuticals.
13. Participates in accreditation and other quality review and improvement activities.
14. Refers patients to community health programs and resources as appropriate.
15. Assists with ordering needed medical supplies and equipment.
16. Protects confidential information.
17. Contributes to a positive and professional work environment.
18. Other duties as assigned.

EDUCATIONAL & EXPERIENCE REQUIREMENTS:

1. Associate or bachelor degree from an accredited registered nurse program.
2. Registered Nurse license in the State of New Mexico.
3. CPR certified.

NECESSARY SPECIAL REQUIREMENTS:

1. Knowledge of nursing principles, infection control, patient evaluation, triage, patient histories, and care planning.
2. Knowledge of laboratory values and pharmaceuticals.
3. Knowledge of appropriate procedures and standards for the administration of medications and patient care aids.
4. Knowledge of patient care charts and documentation.
5. Ability to observe, assess, record symptoms, reactions and progress.
6. Ability to educate patients and/or families as to the nature of disease, proper care, warning signs and treatment.
7. Ability to prepare and process laboratory samples using appropriate protocols.
8. Ability to safely, lift, assist, and physically manipulate patients.
9. Ability to use medical equipment and devices, office machines and computers.
10. Ability to read results of medical tests and communicate clearly and accurately.
11. Ability to enter and retrieve patient data in computer system.
12. Ability to work on multiple tasks and to follow-up on situations as necessary.
13. Ability to identify and resolve patient concerns.
14. Ability to work and communicate effectively and cooperatively with patients, families, and staff in a service environment.
15. Ability to protect confidential information.

WORKING CONDITIONS:

1. Work occurs in a patient care environment, which includes exposure to infectious disease and other risk situations that require adherence to safety precautions.
2. Work requires moderate physical activity, including assisting patients to transfer and/or ambulate and standing and/or walking for extended periods.

VJJ/HR/7-31-07

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

*****THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE*****