

Cherokee Elder Care

Job Title: Registered Nurse (PRN)
Prepared: 11/25/2020
Revised: NA
FLSA Classification: Non-Exempt
Supervisor: Chief Nursing Officer
Other: Safety Sensitive Position

Approved by: _____ Date: _____

Job Summary

Under the supervision of the Chief Nursing Officer, the **Registered Nurse (PRN)** is responsible for: assessing, coordinating, monitoring, and providing health care services and treatment for Cherokee Elder Care participants; along with assisting and contributing to quality improvement development, support, data collection and analysis.

Essential Job Functions

- Provides care management in the adult day care health setting.
- Participates as a crucial member of the Clinic Care Teams which may include the provider, C.N.A.'s and the patient panel.
- Routine duties shall include providing healthcare services to individuals eligible for services in accordance with the PACE regulations
- Does pre-visit planning with program participants
- Communicates the patient needs and recommended treatments to the staff on their care team.
- Maintains and updates the team's patient panel
- Identifies, creates and maintains panels of high risk sub populations for care management
- Tracks performance measures monthly and shares with the team, staff and participants
- Participates in ongoing quality improvement activities using the PACE quality model
- Contacts patients for follow up diagnostic tests, referrals, appointments, or medical follow up as appropriate.
- Schedules nursing visits for follow up
- Tracks and follows up on patient referrals
- Provides patient education and self-management support
- Triage patients on the team's panels who call or walk in
- Documents observations, assessments, nursing interventions, treatments, and referrals according to standards
- Provides nursing back up in the medication room
- Requires **occasional** use of personal vehicle for business purposes.
- Must attend job related training (as assigned).
- Performs other related duties (as assigned).

Core Job Functions for All Staff

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and knowledgeable of CEC policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program

Working Conditions / Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift up to 50 lbs and move people/objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

Knowledge, Skills and Abilities

- Must have working knowledge of physical, mental and social needs of the frail and elderly population.
- Must have the ability to work independently and as member of a team.
- Must have excellent written, oral and interpersonal skills, and have flexibility and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- Must have strong computer, typing, 10key, and phone skills.

Required Education, Licensure, Experience & Health

Education:

- Must have an Associate's Degree from a two (2) year college in Applied Science (Nursing)

Licensure:

- Currently licensed with the State of Oklahoma as a Registered Nurse
- Current CPR certificate and first aid training
- Current Driver's License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

Experience:

- Must have 1 year of experience with a frail or elderly population.
- Must have 1 year experience utilizing medical terminology.
- Must have 1 year of home healthcare experience.
- Must have 1 year experience utilizing electronic health records.

Employee Health:

- Must be cleared of all communicable diseases upon hire and subsequently throughout employment
- Must provide proof of immunizations upon hire and subsequently throughout employment

Acknowledgement:

I **agree** to abide by the philosophy, practices, and protocols of the PACE organization.

I **have read** the above the ***Registered Nurse (PRN)*** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I **understand** the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

Employee Signature

Date

Cherokee Elder Care Representative

Date