

## LEAD CLINICAL NURSE

### *Position Description*

<b>Division:</b>	Nursing Services
<b>Department:</b>	Various Departments
<b>Job Code:</b>	
<b>Salary Range:</b>	\$33.24-\$41.55/hourly
<b>Hours/week:</b>	40 hours/week; Standby Call: After hours, weekends, and holidays
<b>Type of Position:</b>	Regular Full-time

<b>Reports to (title):</b>	Nurse Executive
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	Indirect
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	March 28, 2010
<b>Revised Date:</b>	February 3, 2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Tséhootsooí Medical Center (TMC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE AND SUMMARY

Under general supervision, evaluates the nursing needs of patients, develops a plan of nursing care for the patient (modifying care as needed), provides or directs the provision of nursing care, delegates' appropriate duties to personnel based on scope of practice, teaches and supervises their performance, and participates in process improvement for quality patient care.

This position differs from the Registered Nurse classification as it is responsible for the overall coordination, functioning and resource management, both human and operational; to support the delivery of patient care needs and provides clinical leadership to members of the health care team. The position is a leadership position and the incumbent is expected to zealously pursue and demonstrate safety, courtesy, and efficiency at all times. Takes responsibility to for the assurance of appropriate preceptorship for newly hired and/or cross-trained employees.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides guidance and direction to professional employees and ancillary staff under the direction of the Nurse Executive, ensuring that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services
- Articulates and communicates to the team, information concerning assignments, projects, actionable events, milestones, and/or program issues under review and deadlines and time frames for completion. Identifies, distributes, and balances workload and tasks among employees in accordance with established case load, skill level, scope of practice, and occupational specialization making adjustments as necessary.

## *Position Description*

- Provides performance coaching to the team in the selection and application of appropriate problem solving methods and techniques, provides advice on work methods, practices and procedures, and assists the team and/or individual members in identifying the parameters of a viable solution.
- Identifies training needs of the p team and provides or arranges for specific administrative or technical training necessary for accomplishment of tasks.
- Monitors and reports on the status and progress of work and reviews completed work.
- Communicates upward to Nurse Executive for the purpose of obtaining resources and securing needed information to make decisions on major work problems and/or issues requiring administrative approval.
- Maintains a professional caring attitude when dealing with patients, their families, hospital health care providers, and other departments. Maintains consistent support for positive workplace environment and discourages any behavior that could be interpreted as creating or supporting a hostile work environment.
- Maintains professional knowledge and proficiency in selected specialty area knowledge and practice through continuing education to include: Unit specific certifications, continuing education credits, staff meeting attendance, and attendance of outside and in-house workshops,
- Performs clinical nursing duties for patients.
- Performs interviews and health assessments to determine plan of care and collaborates with multidisciplinary teams to plan and implement interventions for patient care management.
- Documents all patient care and administers therapeutic measures and medications as prescribed, to include, but not limited to, medication administration, intravenous fluids, blood transfusions, treatments and maintains those measures taken which are ongoing in nature. The LCN is clinically responsible for independent management of the patient
- Utilizes Evidence-based Guidelines for Practice as a reference to monitor and maintain standard practices and recommendations in care.
- OR LCN will participate in the on-call schedule as assigned.

### **Quality / Performance Improvement Duties:**

- Provides leadership to the team in exploring alternatives and determining process improvement measures.
- Participates as a member of hospital committees relative to patient care in their specialty areas.

## **QUALIFICATIONS**

### Experience:

#### OR/PACU

- Five (5) years of nursing experience
- Two (2) years nursing experience in critical care area including ICU or paranesthesia
- Must maintain certification in ACLS, PALS, and BLS
- Two (2) years of leadership experience.

#### OB

- Five (5) years of inpatient labor and delivery nursing experience
- Two (2) years of leadership experience
- Must maintain ACLS, NRP, Stable, BLS and also certifications.

#### Women's Health Clinic:

- Five (5) years of women's health or obstetrics nursing experience
- Two (2) years of leadership experience
- Must maintain ACLS, NRP, Stable, BLS and also certifications

# LEAD CLINICAL NURSE

## *Position Description*

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### Pediatric Clinic

- Five (5) years of pediatric nursing experience
- Two (2) years of leadership experience
- Must maintain BLS, PALS, ACLS, and NRP.

### Emergency Department

- Five (5) years of nursing experience
- Two (2) years of emergency department nursing experience
- Two (2) years of leadership experience
- Must maintain BLS, ACLS, PALS, NRP, TNCC, and ENPC.

### MSU

- Five (5) years of nursing experience
- One (1) year pediatric nursing experience
- Two (2) years of leadership experience
- Must maintain BLS, ACLS, PALS, and NRP certifications

### ICU

- Five (5) years of nursing experience
- Two (2) years of leadership experience
- Must maintain BLS and ACLS certifications

### PCC/Specialty

- Five (5) years of nursing experience
- Two (2) years of leadership experience
- Must maintain BLS and ACLS certifications

### ACU

- Five (5) years of psychiatric nursing experience
- Two (2) years of leadership experience
- Must maintain BLS and TCI certifications

### Education:

- Associate's Degree in Nursing from an accredited nursing program.  
\*Required to enroll in a Bachelor of Science in Nursing program within one (1) year of hire and complete the program within three (3) years of enrollment.
- Current, valid and unrestricted Registered Nurse License in any US State or territory
- Must have passed the NCLEX exam.

### Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Knowledge of established and up to date professional nursing, and nursing principles, practices, and procedures.
- Knowledge of regulatory agency documentation requirements (and ability to accurately and completely document clinical data as well as knowledge and skills in computer usage to maintain electronic health records.
- Knowledge of basic management and supervisory techniques to provide guidance and leadership to other nursing personnel and the ability to develop a flexible, individualized and comprehensive management plan.
- Knowledge and skills in managing the patient and maintaining equipment and the care and use of such equipment.
- Knowledge and skills in maintaining sterile fields and demonstration of aseptic

# LEAD CLINICAL NURSE

## Position Description

technique.

- Provides specialized knowledge and skills to meet the physical, emotional and spiritual needs of patients. Acts as a patient advocate.
- Knowledge of the various cultural customs of different ethnic groups and the ability to incorporate and appreciate their effects on delivery of health care.
- Skill in establishing and maintaining effective working relationships with staff, patients, family members, and TMC multi-disciplinary team of varying levels.
- Skill in determining service priorities and performing nursing duties.
- Ability to demonstrate customer service skills, including friendliness, courtesy, responsiveness and empathy with patients and their family members.
- Ability to plan and provide nursing care independently in addition to planning, supervising, and evaluating the work of team members.
- Ability to work assigned schedule which may include a variety of shifts, weekends, holidays, and/or on call shifts.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Performs other duties as assigned

### PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language

### WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job to include common exposure to contagious and infectious disease, flammable and toxic gases, and X-ray radiation. There is some degree of risk in working with emotionally disturbed and/or mentally challenged patients and their families. Employees are expected to wear required clothing to maintain a clean, aseptic environment. Mental demands: There are a number of deadlines associated with this position. The employee must be able to multi-task and interact with a wide variety of people on various potentially complicated issues.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered

# LEAD CLINICAL NURSE

## Position Description

only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of the **LEAD CLINICAL NURSE** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*