



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### DIALYSIS REGISTERED NURSE

<i>Program:</i>	<b>Dialysis</b>	<i>Salary:</i>	<b>\$88,371 – 119,027</b>
<i>Supervisor:</i>	<b>Facility Administrator and Medical Director</b>	<i>Salary Range:</i>	<b>22</b>
<i>FLSA Status:</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<i>Position Type:</i>	<b>Regular Full-Time</b>

TIHP Board Approved: 3/04/2022

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#### POSITION DESCRIPTION

Responsible for the nursing care for dialysis patients in accordance with the established protocol and philosophy of the Dialysis Center. Relates effectively with all staff and participates, as necessary, in all phases of education, record maintenance and procedures.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain strict confidentiality of the Dialysis Center including patients and staff.
- Follow the quality of patient care guidelines, based on best practice nursing standards.
- Assess assigned patients before and after each treatment.
- Initiate, monitor and terminate dialysis treatment.
- Develop a plan of nursing care for each treatment and alter the dialysis management, as needed, based on standing and physician's orders.
- Notify the Facility Administrator and Physician regarding changes in patients' condition.
- Document all patient care provided, contribute to team patient care planning and follow-up to achieve goals.
- Conform to the established policies and procedures of the facility and monitor the clinical staff for compliance.
- Perform direct patient care and other duties as assigned by the Facility Administrator or Physician.
- Participate in scheduled patient care conferences, in-services, QAPI and staff meetings.
- Assume the duties and responsibilities of the Facility Administrator, as necessary, to include supervising Dialysis staff.

- Remain current in Nephrology nursing by attending seminars, conferences and in-service training sharing knowledge acquired with the Dialysis staff.
- Demonstrate proficiency and supervise the documentation of the water treatment system and protocols.
- Ensure that necessary labs are ordered, resulted, and redrawn if necessary.
- Medication algorithm adjustments and appropriate communication with Medical Director.
- Fluid management strategies and evaluation.
- Managing the schedule of both patients and technicians.
- Ensuring that Medical Director rounding is completed and all orders implemented within a timely manner. Provides nursing report on status of patient to Medical Director for rounding purposes.
- Comprehensive Interdisciplinary Assessment (CIPA) and vaccination tracking and completion.
- Provide clinical support to floor staff and cover missing shifts if necessary.
- Other job-related duties as assigned.

**REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Graduate from an accredited school of Nursing; maintain a current California RN license.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Completed a hemodialysis training program or have used skills in a clinical the outpatient dialysis setting for one year.
- Prior experience
- Bi-Lingual/Spanish Speaking

**ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.

- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. **Balance of time (approximately 80%)** is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 60 pounds. **Stooping / Kneeling:** Ability to provide patient care, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray. Office equipment including, but not limited to computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment, with continuous contact with other staff and the public.

## **EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol-free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

## EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This acknowledgment will be placed in the employee's personnel file and copy given to employee.*