

**REGISTERED NURSE**  
**JOB DESCRIPTION**  
Department of Health Services  
Pokagon Band of Potawatomi Indians

**Job Summary**

The registered nurse provides professional nursing care for tribal citizens as instructed by physician. The registered nurse demonstrates critical thinking skills, scientific judgment, and leadership in the anticipation and planning for the care of the patient.

**Principal Duties**

Applies professional nursing skills in the provision of preventive health maintenance and treatment of ill and injured patients utilizing the four aspects of the nursing process: assessment, planning, implementation and evaluation

Greeting patients and preparing them for physician's examination.

Providing general nursing care to patients as necessary for office treatment

Screening patients for appropriate information

Instructing patients in collection of samples and tests

Instructing patients and family regarding medications and treatment instructions

Maintaining and reviewing patients' records and other pertinent information

Administering medications in accordance with physician orders

Maintaining current knowledge to assure a safe working environment and demonstrating practical application of all policies and procedures relative to safety and infection control

Utilizing universal precautions in any potential contact with patient body fluids or used patient supplies that may be contaminated with patient body fluids

Projecting a positive image of the facility in all interactions and supporting effective team functioning.

Demonstrates positive professional customer service in all patient, staff, and visitor contacts

Acknowledges patients' rights on confidentiality issues, maintains patient confidentiality at all times and follows HIPAA guidelines and procedures.

Performs other related duties and responsibilities as assigned.

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**Minimum Requirements**

Graduation from an approved school of nursing is required.

Knowledge of accepted nursing standards and practices

Knowledge of basic pharmacology

Knowledge of basic computer skills

Skill in providing patient care in accordance with the facility's applicable standards, policies, and procedures

Ability to maintain patient confidentiality

Ability to communicate effectively with patients, peers, physicians, and family members

**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports To**

The Registered Nurse reports directly to Clinic Business Manager.

**Starting Wage Rate PB- 12 (Exempt)**

Commensurate with education and experience.