



Job Title: OTP Licensed Practical Nurse
Department: Behavioral Health
Reports to: Opioid Treatment Program Administrator
FLSA Status: Exempt
Salary Grade: \$25.02 - \$35.03
Location: Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct administrative supervision of the OTP Administrator and the clinical supervision of the OTP Medical Director, the OTP Licensed Practical Nurse provides patients appropriate healthcare by working with medical providers and other multidisciplinary departments. The position collaborates with the administration and providers in creating standard operating procedures to ensure care and safety of patients and employees. This position is responsible for daily methadone dosing for KWC OTP patients. OTP Clinic hours are Monday through Friday 5:30am to 2:30pm and Saturdays 5:30am to 10:30am.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Triage medically related phone calls.
2. Responsible for administering and dispensing the proper dose of methadone to each client per order given by the prescribing licensed provider consistent with KWC OTP policy and procedures, and applicable federal, state and tribal law, rules and regulations.
3. Perform screening and nursing assessments of clients, update charting regarding client's progress, including monitoring of symptoms and response to medication.
4. Communicate with provider and appropriate team members to assure coordination of care.
5. Provide compassionate, trauma informed, high quality healthcare to clients.
6. Monitor supply levels of methadone and order medications for the OTP. Receive medication shipments following appropriate policy and procedure.
7. Perform medication inventory control and audits as required.
8. Check Prescription Drug Monitoring Program regularly for KWC OTP patients.
9. Complete required training and assignments in a timely fashion.
10. Provide patient education about medications and treatment.
11. Complete all clinical documentation in a timely, confidential and patient centered manner.
12. Assists medical providers in delivering medical care for clinic patients as well as assisting with diagnostic and therapeutic procedures as assigned.
13. Assists in the provision of emergency medical treatment as part of clinic's rapid response team. Maintains emergency/crash cart.
14. Rooms patients and obtains preliminary vitals and health history; makes nursing assessment recognizing the range of normal and the manifestations of common abnormalities
15. Performs established routines and medical protocols, laboratory tests, diagnostic procedures and consultation services. Draws blood; collects urine or other bodily fluids; and performs various rapid lab tests.
16. Administers medications as prescribed and directed by OTP Medical Director or KWC medical providers.
17. Assists with new patient intakes; records medical and surgical history of patient.
18. Provides patient education regarding self-care, treatments, medications, medical conditions, nutrition, and preventive health tests.

19. Assists with creation and updating of medical standard operating procedures.
20. Increases management effectiveness by assisting with orienting and training assigned staff; reviewing work and providing performance feedback as directed.
21. Completes preauthorization for Purchase and Referred Care and health insurance as necessary. Obtains prior authorizations.
22. Assists with medication refills and responding to telephone messages and faxes.
23. Performs as Medical Assistant or Lab Technician in his or her absence.
24. Responsible for administering medication, conducting and documenting drug screenings, reviewing and flagging positive results, and coordinating random screening schedules in compliance with program protocols and regulations. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Knowledge of medical equipment and instruments to administer patient care, including EKG machine, PFT machine, AED, and Nebulizer.
3. Ability to operate an electronic health records system and/or electronic patient management system.
4. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Capacity to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Knowledge of medications and injection procedures.
7. Ability to assess the specific age-related needs of patients.
8. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
9. Knowledge of regulations on the confidentiality of medical records and Personal Health Information in alignment with HIPAA and CFR 42 Part 2 standards
10. Knowledge of medical terminology.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
12. Ability to make decisions independently in accordance with established medical protocol, standing orders, and policy and procedures.
13. Ability to work collaboratively in a team.
14. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

15. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.

QUALIFICATIONS

1. Graduate of accredited LPN Program.
 2. Current Oregon State LPN License, in good standing.
 3. Minimum of one-year experience as an LPN in outpatient setting. Opioid Treatment Program experience preferred.
 4. Demonstrated proficiency in phlebotomy and CLIA Waived point-of-care testing.
 5. Proficient in Microsoft applications, preferred.
 6. Electronic Health Record experience required.
 7. First Aid/BLS certification required or ability to obtain within 90 days of employment.
 8. Valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier.
 9. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
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