



P.G.A

## Choctaw Health Center

Public Health  
Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4250

### MISSISSIPPI BAND OF CHOCTAW INDIANS

#### JOB ANNOUNCEMENT #167120

**POSITION TITLE:** Family Nurse Practitioner/Conehatta Clinic

**SALARY:** Tribal Pay Scale Grade 18

**SUPERVISOR:** Director, Public Health Services

**TYPE OF EMPLOYMENT:** Regular, Full Time, Exempt

**JOB LOCATION:** Conehatta Rural Health Clinic/Choctaw Health Center

**OPEN DATE:** DECEMBER 13, 2018 DEC 13 2018

**CLOSE DATE:** DECEMBER 27, 2018 OR UNTIL FILLED

#### SCOPE OF SERVICE AND EFFECT:

**Mission Statement:** *The Mission of the Choctaw Health Department is to raise the health status of the Choctaw People to the highest level possible.*

**Vision Statement:** *Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.*

The Choctaw Health Center is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities of Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the Tribe's population across a ten county area in East Central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite

clinics in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. Services of the clinic are provided to infants, pediatrics, adolescents, adults, and geriatric patients.

### **GUIDANCE AND SUPERVISION:**

This position with the Choctaw Health Center is located at the Community Rural Health Clinics on the Choctaw Reservation and may also function

within the Choctaw Health Center. The incumbent is administratively supervised by the Director of Public Health Services. Clinically, the incumbent is under the supervision of a physician preceptor provided by the medical staff at the Choctaw Health Center.

### **SCOPE OF RESPONSIBILITIES**

The incumbent functions independently without day-to-day supervision in the role of the Advanced Practice Nurse as delegated by the Mississippi Board of Nursing. Clinically, the incumbent also supervises the clinic staff comprised of a Licensed Practical Nurse and a Clinic Clerk. The FNP will attend staff meetings and inservices when scheduled. Guidelines developed by the physician preceptor and the nurse practitioner will be utilized by the incumbent in the performance of assigned duties.

### **MAJOR DUTIES**

Provides leadership in comprehensive nursing care including preventative, therapeutic and rehabilitative care to patients & families in the Choctaw Health Center and Outlying Health Clinics as a primary health resource at the facility.

The Nurse Practitioner shall practice according to the following standards & guidelines and in the collaborative/consultative relationship with a licensed physician:

- I. Standards of Practice of the Nurse Practitioner:
  - A. The Nurse Practitioner facilitates entry of the client into the health care system at point of first contact.
  - B. The Nurse Practitioner provides for health care that is comprehensive, and that:

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1. spans the health continuum;
  2. is coordinated; and
  3. is continuous.
- C. The Nurse Practitioner assumes responsibility for maintaining competence in clinical practice.
- D. The Nurse Practitioner participates in quality assurance/continued quality improvement activities in the health care setting
- E. The Nurse Practitioner collaborates with other health care providers in assessing, planning, implementing, and evaluating care for the individual clients and for target populations.
- II. These standards of care are reflected in the following guidelines which have been categorized into two domains:
- A. Domain: Management of Client Care  
The management of client care encompasses functions of assessing, planning, implementing and evaluating care. Nurse Practitioner decision-making & clinical judgement are supported by information derived from analysis & synthesis of data and the integration of multiple theories. Further, NP practice is enhanced by relevant and available resources. The Nurse Practitioner:
- 1a. Elicits an appropriate health history from the patient or parent systematically and accurately records findings, & critically evaluates same.
  - 2a. Performs an appropriate physical examination using technique of observations, inspection, auscultation, percussion, palpitation and diagnostic instruments, such as otoscope, ophthalmoscope, & tonometer.
  - 3a. Orders and/or performs pertinent diagnostic tests & interprets & evaluates the results with consultation of physician, as needed.
  - 4a. Analyzes client data to determine health status and discriminates between normal and abnormal findings to identify early stages of serious physical, emotional,

- and mental problems.
- 5a. Identifies & manages specific illnesses under established protocols, such as: Upper Respiratory Infections, Otitis Media, Venereal Disease, Urinary Tract Infection, Dermatitis, Conjunctivitis, Nausea, Vomiting, Diarrhea, Vaginal Infection, Asthma, Congestive Heart Failure, Suturing Lacerations, and provides newborn, well-child, & prenatal care.
  - 6a. Provides surveillance of adherence to medical & nursing regimens for stabilized chronically ill persons; adjusts regimens within established protocols recognizing when to refer the patient to the physician or other health team member.
  - 7a. Formulates a list of differential diagnoses;
  - 8a. Verifies diagnosis (es) based on findings;
  - 9a. Determines appropriate pharmacological, behavioral, and other non-pharmacological treatment modalities in developing of care. Prescribes medication from an approved Pharmacopeia using protocols established by the supervising physician.
  - 10a. Designs a plan to attain/promote, maintain, and/or restore health;
  - 11a. Executes a plan of care;
  - 12a. Evaluates client outcomes in relation to the plan of care and promotes continuity of patient care by relevant health instructions and follow-up visits at the clinic.
  - 13a. Modifies the plan of care when indicated;
  - 14a. Uses principles of ethical decision-making in selecting treatment modalities;
  - 15a. Promotes principles of client advocacy in client interactions and in the selection of treatment modalities;
  - 16a. Incorporates risk/benefit factors in developing a plan of care;
  - 17a. Develops a quality assurance/continued quality improvement plan to evaluate and modify practice.
  - 18a. Participates with consulting physician in planning, instituting, evaluating and revising program plans; Assists in determining conditions, resources, and policies essential to delivery of health care services.
  - 19a. Works with the community to develop and understanding of the NP's function in the expanded

role keeping in mind the cultural needs & characteristics of the community. Is continually aware of the need for good public relations not only in the clinic, but in daily contacts with the people of the community, giving due thought & respect to cultural, traditional, and social customs.

- B. Domain: Management of Professional Relationships.  
The management of professional relationships assumes the NP is a key member of the health care team. The NP uses comprehensive and complex strategies to interact with the health care environment. The Nurse Practitioner:

- 1b. Articulates the NP role and scope of practice;
- 2b. Collaborates with health care professionals to meet clients healthcare needs;
- 3b. Refers clients to other health care professionals when indicated by clients health care needs.

III. FACTOR:

1. Knowledge Required by the Position:
  - a. A professional knowledge of wide range health principles, practices, and processes including physical & emotional assessment, establishment of health & nursing care goals, construction and implementation of the care program & evaluation of the results.
  - b. Ability to collect, organize, record, and communicate in a concise method, data pertinent to primary health assessments, including detailed family medical history, physical examinations, and selected laboratory tests.
  - c. Ability to interpret special screenings & developmental tests and selected laboratory & radiological findings with collaboration of physician and/or radiologist, as needed.
  - d. Possess skills in making appropriate diagnosis, choosing initiating, and modifying current therapies.
  - e. Ability to provide emergency treatment, such as in cardiac arrest, shock, or hemorrhage, and ability to treat minor chronic illnesses.
  - f. Ability to provide preventative health services to

individuals, including guidance in nutrition, common illnesses, child growth & development, and ability to teach individual & family.

- g. Possess skills in working with groups to guide families in problem-solving regarding health problems, to assist with the preparation of tribal health workers, and to participate in program evaluation & planning activities.

### **SUPERVISORY CONTROLS**

The FNP works as a team member of the Choctaw Health Care System. The FNP is self-direct and has considerable independence and latitude to develop new procedures, practices and approaches. The FNP oversees the medical portion of the rural health clinics and all related aspects. Physicians are available by telephone and/or in the facility to provide assistance and guidance as needed. The physician preceptor provides consultation on specific cases on a regular basis and collaborates with the FNP in the development of standards of care and operational protocols. Work is reviewed for effectiveness in meeting requirements.

### **GUIDELINES**

Works within the framework of established guidelines which include protocols of care but is self-directed. However, guidelines may not be completely applicable to every situation likely to be encountered. The NP uses judgement in interpreting and with some patient conditions, adapting guidelines. The NP plays a significant role in initiating revisions in guidelines for the specialty as new knowledge and technical advance evolve.

### **COMPLEXITY**

The work covers a complete range of health services including assessment of patients, evaluating the effectiveness of care, changing or modifying treatment and health teaching. The FNP performs a variety of duties involving a broad range of activities including assessing, planning, evaluating, modifying and treatment of patients and families, as well as, teaching patients and/or families self-care and healthy living.

The work involves counseling, teaching, coordination of services and participating with other disciplines in interpretation and evaluation of the

program. The work requires the development of new techniques and the establishment and revision of criteria for care.

Purpose of the work is to provide the full range of assessment of needs, planning for care, teaching and performance of routine and urgent procedures for patients and families.

### **OTHER RESPONSIBILITIES**

1. Attendance at work is an essential function of this position. It is his/her responsibility to report to work and on time.
2. Must obtain and maintain BLS, ACLS, & PALS certification
3. The NP makes a continuing effort to increase skills and knowledge while improving the quality of care in the community.
4. Follows policies for patient confidentiality and standards of conduct at all times.
5. Prepares and submits narrative and statistical reports on clinic activities to the Director of Public Health Services on a monthly & quarterly basis. Also submits required reporting for Quality Management to the Quality Management Coordinator.
6. Will perform other duties and responsibilities as assigned by Supervisor.

### **PERSONAL CONTACTS**

Contacts are with patients, families, physicians, and other health personnel, community agencies, tribal officials, tribal employers and contract health care personnel.

### **PURPOSE OF CONTACTS**

Contacts with patients and families are to provide care, treatment, health education, and counseling, and to educate them of the value of good health habits and good health care. Contacts with physicians are for collaboration and consultation regarding patients and families. Contacts with other personnel are to exchange information, provide education and consultation, make referrals and general involvement in setting up the patients plan of care.

## **PHYSICAL DEMANDS/EXPOSURES**

The work involves standing and bending in the assessment and treatment of patients, manual dexterity, ability to lift, bend and stoop.

The employee may be exposed to hazardous materials, noises and individuals. May be exposed to infectious substances and individuals. The employee will be provided personal protection equipment necessary to perform duties. The employee may be required to travel and work Saturdays.

## **WORK ENVIRONMENT**

Work is performed in a Native American Health Care Facility. There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients and families.

## **QUALIFICATIONS**

In addition to graduation from an accredited training program for Family Nurse Practitioner (ATTACH COPY OF DIPLOMA TO APPLICATION) , candidates must have 5 years of professional nursing experience and 3 years of supervisory experience.

The above nursing program must have been completed in a school of nursing approved by the legally designated state accrediting agency at the time the program was completed by the candidate.

Length of experience is not of itself qualifying. The applicants work experience must be of quality and scope sufficient to enable applicant to perform the duties of the position. Applicants will be evaluated on such factors as planning, organizing, communicating, decision-making, and directing.

For the third party reimbursement purpose, current registration as Family Nurse Practitioner in the State of Mississippi is required (**ATTACH COPY/PROOF TO APPLICATION.**) As one of the requirements for continued employment, the employee has the responsibility to maintain current professional nursing registration.



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Must be culturally competent to meet the needs of the Native American (MBCI) population.

Must possess adequate transportation, auto liability insurance, and a valid driver's license. (REQUIRED. ATTACH COPY/PROOF TO APPLICATION)

Must be able to communicate well with patients and staff.

Must have training or experience in basic computer skills.

Must have successful completion of criminal background check and drug test.

### **CONTINUING EDUCATION**

Nurse Practitioners must complete at least 50 continuing education hours every two years to be eligible for Mississippi Nurse Practitioner license renewal.

Nurse Practitioners are allowed 5 educational days (with pay) per year.

Up to \$1,600.00 per year for CEU's

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

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The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350