

 <p>NORTON SOUND HEALTH CORPORATION</p> <p>POSITION DESCRIPTION</p>	EMPLOYEE NAME: POSITION TITLE: Comm. Health Aide/Practitioner GRADE: (vary, see below) RELOCATION LEVEL: None EXEMPT: Yes TRAVEL REQUIRED: Yes	
	PREPARED BY: Human Resources APPROVED BY: Personnel Comm. LAST PAY ADJ: Board Approval	DATE: 06/01/06 DATE: 01/08
REPORTS TO: Village Clinic Supervisor		
SUPERVISES: No Supervisory Responsibility		

<p>PURPOSE OF POSITION: To provide acute, chronic, emergency and preventive care to village residents according to the CHA/P Manual and in accordance with NSHC's mission, philosophy, policies, and procedures. Care will be provided while under the direct supervision of the NSHC medical staff and/or the standing orders authorized by members of that medical staff.</p>	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p>MAJOR RESPONSIBILITIES:</p> <p>I. Core Competencies:</p> <p>I. A. CHA/P Process and Professionalism:</p> <ul style="list-style-type: none"> • Utilizes the CHA/P process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patient's condition and needs; setting outcomes; implementing appropriate actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress. • Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members. • Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements. • Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor. Accomplishes training/education requirements according to established timeframes. • Adheres to all NSHC dress codes, personnel, infection control and safety policies. • Upholds NSHC's vision, mission and corporate values. <p>B. Problem Solving/Critical Thinking:</p> <ul style="list-style-type: none"> • Identifies work-related problems with possible solutions and implements solution(s), when appropriate. • Maintains constant awareness of the legal aspects of the position and demonstrates this in decisions regarding patient care within the CHA/P scope of practice. <p>C. Assessments and Interventions: Demonstrates system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes.</p> <p>D. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of CHA/P principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and Federal laws/regulations.</p> <p>E. Care Management: Functions to assure patient care is accomplished effectively and efficiently in a cost effective manner, discharge planning is carried out, and the medical regime for each patient is implemented as prescribed by the physician or CHAM. Delegates/assigns tasks/duties to other members of the clinic as appropriate. Assists traveling medical staff by performing necessary screening and/or other medical/administrative procedures needed and other traveling NSHC health professionals as possible, without decreasing the level of medical care provided by the clinic.</p>			

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<p>MAJOR RESPONSIBILITIES:</p> <p>F. Documentation: Gathers data and accurately documents information in a timely manner demonstrating the utilization of the CHA/P process to promote patient outcomes. Completes and submits all required reports and forms accurately and according to established time frames.</p> <p>G. Safety:</p> <ul style="list-style-type: none"> • Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans. • Maintains a safe environment for patients, guests and staff. • Maintains confidentiality of information deemed confidential. <p>H. Teamwork Expectation:</p> <ul style="list-style-type: none"> • Maintains harmonious and cooperative relations with fellow employees, management, patients and guests. • Promotes healing by maintaining a peaceful, orderly and clean environment. • Acts as a role model in maintaining a professional atmosphere. <p>I. Patient Education: Participates in facilitating patient's and family's learning throughout an illness particularly the hospital experience. Reinforces patient's continued health care through teaching and/or referral to community agency follow-up.</p> <p>J. Medication Administration: Calculates dosages and administers medications accurately according to CHAM and/or under a medical doctor's approval. Conducts monthly audit of controlled substances and records results appropriately. Monitors expiration dates on all medications and supplies and disposes of expired items appropriately.</p> <p>K. IV/Enteral Therapy: Provides safe and accurate IV and enteral therapy.</p> <p>L. Laboratory Tests: Performs, prepares and sends laboratory tests, according to established procedure to NSHC for analysis when requested by a medical doctor or in accordance with the CHA/P manual. Maintains waived standards as required by JCAHO.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings when needed, maintains adequate supplies, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Village Health Services</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> • Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management. <p>1. Provides care to the following age groups:</p> <p style="padding-left: 40px;">__Embryo __birth __infant (0-2yrs) __child __pre-adolescent</p> <p style="padding-left: 40px;">__Adolescent __adult __geriatric __maternal/neonate</p>				

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<p>MAJOR RESPONSIBILITIES:</p> <p>B. Demonstrates ability to care for medical, critically ill, traumatically injured, mental health, maternal/neonate, and pediatric patient populations according to policy and procedure. Uses the CHA/P process to assess, plan, implement, and evaluate the care of these patients.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> No supervisory responsibilities. <p>QUALIFICATIONS:</p> <p>Education: High School Diploma or equivalent. Employment conditional on passing Kawerak TABE language, reading and math tests at 7th grade level or higher.</p> <p>Registration/Certification: Must complete training sessions I, II, III, IV, Emergency Care Training, and annual CME's; must obtain CHP certification within three years of hire. Must be eligible for State of Alaska Certification at the end of each training session.</p> <p>Experience: One to three months related experience and/or training.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations. Must be a self-starter with ability to work independently.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, reach and frequently lift 50 pounds or more. Continuous amount of walking and/or standing is required.</p> <p>Working Conditions: Work is performed in a clinic setting under stressful circumstances. On occasion work may be performed in patient homes, jails or accident sites.</p> <p>Work Hours: Must be able to work varied hours with flexible schedules. Work is normally performed during clinic hours as well as being on call for emergencies.</p> <p>Travel: Frequent travel is necessary for training purposes. Itinerant CHA/P's travel will increase to support staffing levels in different villages. Travel on small planes may be necessary for patient care. Travel by car, 4-wheeler, snowmachine or boat may be necessary to reach a patient in need.</p> <p>These positions are not subject to DOE. All new hires are offered the following rates:</p> <table border="1" data-bbox="105 1686 683 1896"> <thead> <tr> <th>LEVEL</th> <th>JOB CODE</th> <th>GRADE</th> <th>RATE</th> </tr> </thead> <tbody> <tr> <td>Pre-session</td> <td>9110</td> <td>2</td> <td>\$15.98</td> </tr> <tr> <td>Level 1</td> <td>9111</td> <td>2</td> <td>\$16.78</td> </tr> <tr> <td>Level 2</td> <td>9112</td> <td>3</td> <td>\$18.50</td> </tr> <tr> <td>Level 3</td> <td>9113</td> <td>4</td> <td>\$20.39</td> </tr> <tr> <td>Level 4</td> <td>9114</td> <td>4</td> <td>\$21.41</td> </tr> <tr> <td>Credentialed</td> <td>9115</td> <td>5</td> <td>\$23.61</td> </tr> </tbody> </table>		LEVEL	JOB CODE	GRADE	RATE	Pre-session	9110	2	\$15.98	Level 1	9111	2	\$16.78	Level 2	9112	3	\$18.50	Level 3	9113	4	\$20.39	Level 4	9114	4	\$21.41	Credentialed	9115	5	\$23.61			
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