



Human Resources P.O. Box 1118 Okmulgee, OK 74447

POSITION: Surgical Services Clinical Buyer-Council Oak
VACANCY ANNOUNCEMENT: CN-23-198

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of the position is to provide nursing services and support to the Muscogee (Creek) Nation Department of Health operating rooms and outpatient surgery. The employee will consistently display behavior that enhances the image of the health care system as evidenced by professional and courteous behavior toward all customers and co-workers. Maintains appropriate levels of surgery inventory including surgery supplies, instrumentation, and implants; performs ordering and tracking of orders, repairs, warranties, and maintains related regulatory documents including SMDA (Safe Medical Device Act) documentation. Acts as a liaison to director of procurement's office for procurement of special orders. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Incumbent must be a current licensure as a Licensed Practical Nurse in good standing with the State of Oklahoma or hold a certificate of completion of a program or training for Surgical Technicians. One (1) year of relevant Operating Room experience. One year of surgical supply and/or implant ordering preferred. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Registered Nurse. Must possess Current BLS. Must obtain ACLS, PALS certifications within 6 months of hire and maintain certifications. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Professional knowledge of nursing care principles, TQM ethics, practices and processes required to assess nursing needs of assigned patients.
2. Knowledge of a wide variety of medical disorders, normal course of diseases, potential complications and individual therapeutic interventions.
3. Knowledge of pharmaceuticals, their desired effects, side effects and complications of their use within scope.
4. Ability to recognize and react to emergency situations. The ability to respond quickly and accurately to changes in patient and or unit conditions.
5. Knowledge and skill in operation and monitoring of general nursing equipment, e.g. infusion pumps, defibrillators, arrhythmia monitors, etc.
6. Ability to develop, implement and evaluate a patient care plan to meet the needs of assigned patients.
7. Knowledge and skill of collection laboratory specimens such as wound cultures, procedure pathology, and urine.
8. Working knowledge of Microsoft Word, Excel and Access as might be used in the preparation of correspondence and reports.
9. Effective interpersonal, written and oral communication skills. Ability to interface with all levels of staff including management and surgeons.
10. Ability to integrate the analysis of data to discover facts or develop knowledge, concepts or interpretations.
11. Ability to organize and prioritize work in an effective and efficient manner.
12. Ability to be detail oriented as required in the examination of numerical data.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Tracy Watters at (918)762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date