



RN Transfer Coordinator

Council Oak

VACANCY ANNOUNCEMENT: VA 25-29

STARTING SALARY: Negotiable

CLOSING DATE: Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health 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 position serves as an integral part of Hospital management providing nurse supervision and oversight of the MCNDH Transfer Center as well as administrative support for the Muscogee (Creek) Nation Hospital Services Division. Incumbent is under the supervision of the CNO. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Incumbent must be a graduate of an accredited professional school of nursing. BSN preferred. Prefer one year of critical care, emergency, or supervisory experience. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Registered Nurse. BLS, ACLS, and PALS certifications are required, or within 60 days of hire.

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.

- Professional knowledge of nursing care principles, quality management, ethics, infection prevention practices and processes required to assess the clinical needs of patients and provide education to nursing staff.
- Knowledge of a wide variety of medical disorders, normal course of diseases, potential complications and individual therapeutic interventions.
- Knowledge of pharmaceuticals, their desired effects, side effects and complications of their use.
- Ability to recognize and react to emergency situations.
- Knowledge and skill in operation and monitoring of general nursing equipment, e.g. infusion pumps, defibrillators, arrhythmia monitors, etc.
- Ability to triage and assign resources based on patient clinical needs and acuity.
- Ability to supervise and evaluate nursing staff.
- Knowledge necessary to manage a fiscal budget.
- Computer literacy and ability to become proficient in electronic medical record.
- Ability to communicate professionally and effectively in oral and written forms with providers, nurses, patients, and hospital administration.

APPLICATION PROCEDURES: Apply online at Department of Health Application. (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