FORT BELKNAP INDIAN COMMUNITY
656 AGENCY MAIN ST.
HARLEM, MT 59526

TITLE: Diabetes Clinic Nurse

DEPARTMENT: Tribal Health Department

PROGRAM: Diabetes Clinic

STATUS: Full-time/Permanent

SALARY: Based on education and experience, in accordance with the approved Tribal salary structure

LOCATION: Indian Health Service Unit – Hays (primary)

SUPERVISION RECEIVED: The Diabetes Clinic Nurse receives direct supervision from the Chief Health Officer (CHO), who is responsible for clinical oversight, performance evaluations, productivity expectations, quality assurance, compliance monitoring, assignment of duties, and overall program administration.

The Diabetes Clinic Nurse serves as the primary nurse for the Diabetes Clinic and works directly with the Diabetes Nurse Practitioner in the daily delivery of patient care. Day-to-day clinical activities include supporting the Diabetes Nurse Practitioner with patient visits, nursing assessments, patient education, care coordination, follow-up activities, clinic workflow, and other patient-care activities within the nurse's scope of practice.

The Diabetes Nurse Practitioner may provide patient-specific clinical direction and coordinate daily clinical activities necessary for the delivery of Diabetes Clinic services. This working relationship does not replace or supersede the supervisory authority of the Chief Health Officer.

The employee is expected to maintain regular communication with the Chief Health Officer regarding Diabetes Clinic operations, patient-care needs, quality and productivity expectations, operational concerns, and completion of assigned Diabetes Program responsibilities.

GENERAL DESCRIPTION:

The Diabetes Clinic Nurse serves as the primary nurse assigned to the Tribal Health Diabetes Program, with the primary duty station located at the Hays Clinic. The position provides comprehensive nursing services and daily clinical support to the Diabetes Nurse Practitioner in the delivery of coordinated, culturally responsive, patient-centered healthcare services.

The Diabetes Clinic Nurse provides direct nursing care, patient assessment, diabetes and chronic disease management, patient education, preventive health services, care coordination, outreach, and follow-up services for individuals with diabetes, prediabetes, and related chronic health conditions. The position assists with daily Diabetes Clinic operations and supports the Diabetes Nurse Practitioner with patient visits, nursing assessments, implementation of provider orders, laboratory and referral coordination, patient education, follow-up care, and continuity of care.

The Diabetes Clinic Nurse works collaboratively with other Tribal Health programs, Indian Health Service, specialty providers, hospitals, pharmacies, and community resources to coordinate comprehensive healthcare services and improve patient outcomes. The position promotes diabetes prevention, early intervention, chronic disease management, and reduction of diabetes-related complications through evidence-based nursing practice and culturally responsive care.

All nursing services shall be provided within the employee's scope of licensure and in accordance with established professional nursing standards, Tribal Health policies and procedures, applicable clinical protocols, and provider orders.

DIABETES CLINIC NURSE COORDINATION RESPONSIBILITIES:

The Diabetes Clinic Nurse shall:

- Serve as the primary nurse assigned to the Diabetes Clinic and provide daily clinical support to the Diabetes Nurse Practitioner.
- Provide direct nursing care utilizing established professional nursing standards, Tribal Health policies, applicable clinical protocols, and evidence-based nursing practice.
- Productivity will be monitored throughout the year to ensure established encounter expectations are met.
- Support daily Diabetes Clinic operations, including patient scheduling and flow, preparation for patient visits, nursing assessments, clinical follow-up, and coordination of patient-care activities.
- Conduct comprehensive and focused nursing assessments, including vital signs, health histories, medication reconciliation, blood glucose information, patient concerns, and other clinically relevant information.
- Assist the Diabetes Nurse Practitioner with diabetes-focused visits, chronic disease management, preventive care, and implementation of provider-directed treatment plans and orders.
- Provide individualized patient education regarding diabetes self-management, blood glucose monitoring, medications, nutrition, physical activity, healthy lifestyle practices, and prevention of diabetes-related complications.
- Assist patients with glucose meters, continuous glucose monitoring equipment, and other diabetes-related monitoring supplies or equipment within nursing scope and established clinical protocols.
- Coordinate laboratory testing, diagnostic services, referrals, specialty services, and other provider-ordered care.
- Conduct follow-up after Diabetes Clinic visits, laboratory testing, emergency department visits, hospitalizations, specialty referrals, and other significant healthcare encounters.
- Identify changes in patient condition and promptly communicate clinical concerns to the Diabetes Nurse Practitioner or other appropriate provider.
- Assist with monitoring and prevention of diabetes-related complications, including coordination of eye, foot, dental, renal, and cardiovascular services as clinically appropriate.
- Participate in diabetes screening, prevention, outreach, wellness, community education, and other Diabetes Program activities.
- Maintain complete, accurate, and timely documentation of all nursing encounters and clinical activities within the applicable Electronic Health Record.

The Diabetes Clinic Nurse shall also continue to function as a Tribal Health Improvement Program (THIP) Care Coordinator and shall:

- Maintain an assigned THIP patient panel in accordance with current THIP requirements and guidelines.
- Develop and maintain individualized care coordination plans for assigned patients.
- Identify high-risk patients and patients experiencing barriers to healthcare access or continuity of care.
- Coordinate medical, behavioral health, dental, pharmacy, nutrition, specialty care, public health, and community-based services.
- Perform outreach for preventive screenings, chronic disease management, wellness visits, immunizations, referrals, and follow-up care.
- Coordinate referrals and monitor completion of specialty and other recommended healthcare services.
- Assist patients with appointment scheduling, transportation coordination, and access to available Tribal and community resources.
- Participate in multidisciplinary case conferences and integrated care planning as appropriate.
- Complete all required THIP assessments, care plans, referrals, outreach, follow-up, and care coordination documentation within established timeframes.
- Participate in THIP reporting, quality improvement activities, audits, performance measures, and other assigned THIP activities.

Diabetes Clinic nursing services and support of the Diabetes Nurse Practitioner are the primary responsibilities of this position. THIP care coordination responsibilities shall be maintained as an integrated component of the position and coordinated with the employee's Diabetes Clinic workload and assigned patient-care responsibilities.

DIABETES CLINIC AND THIP Administrative Responsibilities

The Diabetes Clinic Nurse shall:

- Complete all assigned Diabetes Program and Tribal Health Improvement Program (THIP) activities as directed by the Chief Health Officer.
- Complete assigned clinical and operational activities related to the Diabetes Clinic and THIP responsibilities.
- Maintain accurate patient panels, care coordination assignments, and other assigned patient tracking requirements.
- Complete all Diabetes Program and THIP-required documentation accurately and within established timeframes.
- Complete all required care coordination forms, assessments, care plans, referrals, outreach documentation, and follow-up documentation.
- Maintain complete, accurate, and timely documentation within the Electronic Health Record (EHR), including completion of documentation within two days of each patient encounter.
- Document all Diabetes Clinic nursing encounters, patient education, outreach activities, patient contacts, referrals, follow-up activities, and care coordination services.
- Maintain documentation necessary to demonstrate compliance with the position's established productivity requirement.
- Participate in Diabetes Program and THIP reporting, audits, quality assurance reviews, quality improvement activities, and program evaluations.
- Assist with diabetes-related patient registries, quality measures, outcome tracking, and other required Diabetes Program reporting activities.
- Submit required reports, productivity measures, and other requested program information to the Chief Health Officer.
- Maintain compliance with all Tribal Health policies, Diabetes Program and THIP requirements, grant requirements, accreditation standards, and applicable Tribal, federal, and state requirements.

Revenue Cycle, Quality Improvement & Performance

The Diabetes Clinic Nurse shall actively support the financial sustainability, quality improvement, and performance initiatives of the Diabetes Program, THIP, and Tribal Health Department.

Responsibilities include:

- Ensure all Diabetes Clinic nursing encounters, patient education, care coordination services, outreach activities, and THIP services are documented completely and accurately to support reimbursement, grant reporting, quality measures, and program sustainability.
- Collaborate with coding, billing, compliance, and quality improvement personnel to support accurate coding, appropriate reimbursement, and complete clinical documentation.
- Assist with identifying and documenting billable nursing and care coordination encounters through Medicaid, IHS, third-party insurance, THIP, and other applicable reimbursement or funding sources.
- Maintain established productivity expectations, including a minimum of 800 individual patient encounters annually.
- Participate in chart audits, utilization reviews, quality assurance reviews, peer review activities as applicable, and compliance monitoring.
- Monitor assigned Diabetes Program and THIP quality indicators and assist with achieving established performance benchmarks and patient outcome measures.

- Participate in Continuous Quality Improvement (CQI) activities and assist with identifying opportunities to improve Diabetes Clinic services, patient access, clinical outcomes, and continuity of care.
- Assist with diabetes registries, patient tracking, data collection, quality reporting, grant reporting, and other Diabetes Program and THIP performance measures.
- Assist with monitoring diabetes-related preventive and chronic care measures, including appropriate laboratory monitoring, screenings, referrals, follow-up care, and other established quality indicators.
- Work collaboratively with the Diabetes Nurse Practitioner and other Tribal Health clinical staff to address identified gaps in care and improve patient outcomes.
- Implement corrective actions and performance improvement activities as directed by the Chief Health Officer.

Population Health Management

The Diabetes Clinic Nurse shall actively participate in population health initiatives designed to improve diabetes-related outcomes, chronic disease management, preventive healthcare, and overall community health outcomes.

Responsibilities include:

- Identify and monitor high-risk patients and individuals with diabetes, prediabetes, and related chronic health conditions utilizing population health reports, patient registries, and available clinical data.
- Monitor diabetes and chronic disease quality measures, preventive screenings, immunizations, laboratory monitoring, wellness initiatives, and other identified gaps in care.
- Perform outreach to patients who are overdue for diabetes-related monitoring, preventive screenings, laboratory services, follow-up appointments, referrals, immunizations, or other recommended healthcare services.
- Work collaboratively with the Diabetes Nurse Practitioner to support chronic disease management, treatment plan follow-up, patient education, and continuity of care.
- Assist with maintaining and monitoring Diabetes Program patient registries and identifying patients requiring additional clinical intervention, education, outreach, or care coordination.
- Provide and coordinate diabetes prevention, health promotion, patient education, screening, and wellness activities within the clinic and community as assigned.
- Collaborate with Nutrition, Public Health Nursing, THIP, Community Health Representatives, Behavioral Health, IHS, and other Tribal Health programs to address identified patient and population health needs.
- Participate in community health promotion activities and Tribal Health initiatives addressing diabetes prevention, chronic disease, healthy lifestyles, and reduction of health disparities.
- Participate in emergency preparedness planning and public health response activities as assigned.
- Support Tribal Health strategic initiatives related to diabetes prevention, chronic disease management, health equity, and population health improvement.

Documentation Responsibilities

The Diabetes Clinic Nurse is responsible for maintaining accurate, complete, and timely clinical and program documentation, including:

- Diabetes Clinic nursing documentation.
- Nursing assessments, interventions, patient education, and follow-up documentation.
- Documentation of services provided in support of the Diabetes Nurse Practitioner and implementation of provider orders.
- Diabetes and chronic disease management documentation.
- THIP care coordination documentation.
- THIP-required assessments, patient care plans, and other required forms.
- Referral and referral follow-up documentation.

- Patient outreach and follow-up documentation.
- Case management and care coordination notes.
- Population health, patient registry, and quality measure documentation.
- Grant-required and program reporting documentation.
- Quality improvement and performance-related documentation.
- Documentation necessary to support billing, reimbursement, and established productivity requirements.
- Complete documentation of all patient encounters within the applicable Electronic Health Record (EHR) within established Tribal Health documentation timeframes.

All documentation shall comply with Tribal Health policies and procedures, Diabetes Program and THIP requirements, HIPAA, applicable accreditation and quality standards, and billing and reimbursement requirements. The Diabetes Clinic Nurse is responsible for ensuring documentation accurately reflects the nursing services, patient education, care coordination, outreach, and other clinical services provided.

Productivity Expectations

The Diabetes Clinic Nurse shall:

- Serve as the primary nurse assigned to the Diabetes Clinic and complete all assigned nursing, patient care, and clinical support responsibilities.
- Maintain individual patient encounters annually and meet additional productivity expectations established by the Chief Health Officer.
- Maintain an assigned THIP patient panel in accordance with current Tribal Health Improvement Program guidelines.
- Complete all assigned Diabetes Clinic nursing encounters, THIP care coordination activities, patient outreach, and follow-up contacts.
- Complete all clinical, care coordination, and program documentation accurately and within established timeframes.
- Participate in required staff meetings, Diabetes Program meetings, quality improvement activities, interdisciplinary care conferences, and required trainings.
- Complete assigned projects, quality initiatives, patient outreach activities, and other Diabetes Program or THIP responsibilities within established deadlines.
- Maintain consistent communication with the Diabetes Nurse Practitioner and Chief Health Officer regarding patient-care needs, clinic operations, assigned responsibilities, productivity expectations, and identified barriers or concerns.
- Demonstrate ongoing compliance with established Diabetes Program, THIP, and Tribal Health performance expectations.

Communication and Collaboration

The Diabetes Clinic Nurse shall:

- Maintain regular communication with the Chief Health Officer regarding Diabetes Clinic operations, assigned patient panels, patient outcomes, quality measures, productivity, THIP responsibilities, and completion of assigned activities.
- Maintain regular communication and collaborate closely with the Diabetes Nurse Practitioner regarding daily patient-care needs, clinic workflow, nursing assessments, follow-up care, referrals, provider orders, and other clinical activities.

- Receive patient-specific clinical direction from the Diabetes Nurse Practitioner related to the delivery and coordination of Diabetes Clinic services, consistent with the nurse's scope of practice and established supervisory structure.
- Communicate patient concerns, changes in patient condition, barriers to care, operational issues, staffing or workflow concerns, and quality improvement opportunities to the Diabetes Nurse Practitioner and/or Chief Health Officer, as appropriate.
- Collaborate with physicians, advanced practice providers, Public Health Nursing, Nutrition, Behavioral Health, Chemical Dependency, Dental, Pharmacy, Community Health Representatives, IHS, hospitals, specialty providers, schools, community agencies, and other Tribal Health programs to support coordinated patient care.
- Participate in interdisciplinary care planning and communicate relevant patient information to appropriate members of the healthcare team in accordance with HIPAA and Tribal Health policies.
- Promote effective communication and coordination between the Diabetes Program and THIP to support continuity of care and address identified patient needs.
- Serve as a patient advocate throughout the continuum of care, assisting patients with navigating healthcare services, referrals, follow-up care, and identified barriers to accessing services.

Professional Activities, Outside Employment (Moonlighting), Board and Committee Participation, and Leave Notification Requirements

The Diabetes Clinic Nurse shall maintain transparency regarding all outside professional activities that may impact employment responsibilities, potential conflicts of interest, scheduling, or organizational operations.

The employee shall:

- Obtain prior written approval from the Chief Health Officer (CHO) before engaging in any outside employment (moonlighting), consulting services, contract work, independent practice, volunteer clinical services, or service on any internal or external board, committee, advisory group, task force, coalition, or similar organization that may relate to healthcare, public service, or professional practice.
- Notify the Chief Health Officer immediately of any proposed additions, modifications, or changes to previously approved outside employment, moonlighting activities, board memberships, committee appointments, consulting arrangements, or other professional affiliations. No new activity may begin until reviewed and approved by the Chief Health Officer.
- Notify the Chief Health Officer promptly if any previously approved moonlighting activity, outside employment, board membership, committee appointment, or professional affiliation has ended, been discontinued, or otherwise changed so departmental records remain current.
- Due to the THD's current organizational restructuring, all existing outside employment, moonlighting activities, board memberships, committee appointments, consulting arrangements, and other professional affiliations currently held by the employee shall be reviewed and approved by the current Chief Health Officer. Continued participation is contingent upon completion of this review and approval process.
- Ensure that outside employment or professional activities do not interfere with assigned Tribal Health Department responsibilities, work schedules, patient care obligations, productivity expectations, confidentiality requirements, or create actual or perceived conflicts of interest.
- Comply with all applicable Fort Belknap Indian Community personnel policies, Tribal Health Department policies, conflict-of-interest requirements, and any additional directives established by Tribal Health leadership regarding outside employment and professional activities.

Leave Request Requirements

The employee shall:

- Submit all requests for annual leave, sick leave (when practical), administrative leave, compensatory leave, or other approved leave through established Tribal procedures and provide notification to the Chief Health Officer prior to taking leave.

- Submit planned leave requests sufficiently in advance to allow for staffing coverage, patient care continuity, operational planning, and supervisory approval.
- Notify the Chief Health Officer as soon as reasonably possible when unforeseen circumstances require emergency or unplanned leave, in accordance with Fort Belknap Indian Community personnel policies.
- Ensure appropriate handoff of assigned patient care responsibilities, care coordination activities, pending work assignments, and other essential duties prior to approved leave whenever feasible.

Minimum Qualifications

Required

- Graduate of an accredited nursing program.
- Current unrestricted Registered Nurse (RN) license.
- Current Montana RN license or eligibility for licensure.
- Current CPR/BLS certification.
- Valid Montana Driver's License with the ability to travel throughout the reservation.

Preferred

- Bachelor of Science in Nursing (BSN).
- Experience in Public Health Nursing.
- Experience in Care Coordination or Case Management.
- Experience working within Tribal or Indian Health Service healthcare systems.
- Experience with chronic disease management, integrated healthcare, and population health.

Knowledge, Skills, and Abilities

- Knowledge of professional nursing standards and evidence-based practice.
- Knowledge of Public Health Nursing principles.
- Knowledge of chronic disease management and care coordination.
- Knowledge of Tribal healthcare systems and culturally responsive care.
- Knowledge of HIPAA, quality improvement, and healthcare compliance.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently while collaborating within an interdisciplinary healthcare team.
- Ability to prioritize multiple assignments and manage complex patient populations.
- Ability to maintain accurate documentation and confidential records.

Other Duties

- Perform additional duties within the scope of licensure as directed by the Chief Health Officer.
- Assist with implementation of Tribal Health initiatives, grant activities, and new healthcare programs.
- Participate in disaster response, communicable disease response, and emergency preparedness activities.
- Maintain required licensure, certifications, and continuing education.
- Complete all required Tribal, departmental, and regulatory training.
- Must be able to travel throughout the Fort Belknap Reservation, including during adverse weather conditions, when necessary to meet patient care and public health responsibilities.

Requirements:

• Must maintain compliance with all Tribal Health Department, Diabetes Program, Diabetes Clinic, Tribal Health Improvement Program (THIP), Care Coordination, Population Health, Wellness Planning, Nursing Services, and related Tribal Health policies and procedures.
• Must adhere to all Fort Belknap Indian Community (FBIC) personnel policies, including but not limited to Motor Vehicle, Travel, Drug and Alcohol, Code of Ethics, Confidentiality, Information Security, Social Media, Personnel, and Financial Management policies.
• Must maintain all required professional licenses, certifications, credentialing, privileging, continuing education requirements, and third-party billing eligibility.
• Must attend all required meetings, trainings, quality improvement reviews, compliance reviews, and other meetings as assigned by the Chief Health Officer/THIP Medical Director.
• Must prepare and submit monthly, quarterly, semi-annual, annual, and special reports as required by the Chief Health Officer/THIP Medical Director, Tribal Health Director, funding agencies, oversight entities, and regulatory organizations.
• Must adhere to all timelines, deliverables, reporting requirements, corrective action plans, quality assurance standards, documentation standards, and performance expectations established by Tribal Health leadership, funding agencies, regulatory entities, and grant requirements.
• Must participate in quality improvement activities, organizational development initiatives, population health planning activities, and service expansion efforts designed to improve access, quality, continuity of care, and patient outcomes.
• Must assist with development and implementation of short-term and long-term goals, objectives, outcome measures, wellness planning activities, intervention tracking systems, and quality improvement initiatives for Diabetes Clinic-THIP and related Tribal Health programs.
• Must support integrated healthcare services, population health initiatives, care coordination activities, chronic disease management services, wellness planning activities, preventive health services, and culturally responsive healthcare delivery systems.
• Must ensure that assigned services are delivered in accordance with Tribal, Federal, State, Medicaid, Medicare, HRSA, IHS, accreditation, grant, and third-party payer requirements.
• Must ensure that assigned responsibilities operate in compliance with applicable laws, regulations, funding requirements, professional nursing standards, and Tribal policies.
• Must follow established lines of authority and organizational reporting structures while exercising independent professional judgment within the scope of assigned responsibilities.
• Must maintain confidentiality and protect all patient, employee, financial, operational, and Tribal information in accordance with HIPAA, 42 CFR Part 2, Tribal policies, and applicable laws.
• Must demonstrate leadership, professionalism, cultural responsiveness, ethical decision-making, and commitment to continuous quality improvement in all assigned responsibilities.

Special Conditions:

• Travel for meetings, trainings, conferences, community events, home visits, outreach activities, wellness checks, quality improvement activities, and other Tribal Health business may be required.
• Must possess and maintain a valid Montana Driver's License and be eligible for coverage under the Tribal Master Insurance Policy at ordinary cost.
• Must maintain dependable, reliable, and insured transportation.
• Must be able to safely operate a motor vehicle and travel in inclement weather conditions while performing assigned duties.
• Must successfully complete and maintain all required background investigations, including criminal history and employment history reviews.
• Must never have been convicted of a felony and must remain compliant with all Fort Belknap Community Council (FBCC) personnel requirements.
• Must comply with all Fort Belknap Community Council Substance Abuse Prevention, Drug-Free Workplace, Drug and Alcohol Testing, and related personnel policies.

• Must maintain current CPR and First Aid certification for adults, children, and infants.
• Must maintain HIPAA Privacy and Security compliance, 42 CFR Part 2 compliance, and all applicable confidentiality requirements.
• Must possess experience and competency in utilizing the IHS Electronic Health Record (EHR), telehealth systems, population health software, reporting databases, spreadsheets, and other healthcare documentation systems.
• Must be willing to participate in community events, outreach activities, prevention initiatives, wellness activities, health promotion programs, and Tribal Health-sponsored programs.
• May be required to assist with transportation coordination and support of patients receiving THIP, Public Health Nursing, Care Coordination, and other Tribal Health services.
• Must demonstrate professionalism, leadership, cultural responsiveness, and the ability to maintain positive working relationships with Tribal leadership, Tribal Health staff, patients, families, community members, partner agencies, and external organizations.
• Must demonstrate commitment to patient-centered, trauma-informed, culturally responsive, and integrated healthcare service delivery.
• May be exposed to high-stress situations, patient emergencies, behavioral health concerns, trauma-related situations, and individuals exhibiting unpredictable behaviors.
• May be exposed to communicable diseases, bloodborne pathogens, bodily fluids, chemicals, disinfectants, cleaning agents, and other healthcare-related environmental hazards. Universal precautions and applicable safety procedures shall be followed at all times.
• Must maintain compliance with all applicable Tribal, Federal, State, accreditation, funding, licensing, credentialing, and regulatory requirements.
• Indian Preference and Veteran Preference policies shall apply in accordance with Tribal policy.
• Fort Belknap Indian Community is an Equal Opportunity Employer.
• Performs other duties as assigned.

Immigration reform and Control Act: requires that all individual appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

Reviewed and Approved:

_____ _____
Employee Date

Approved By:

_____ _____
Chief Health Officer/Supervisor Date

_____ _____
Tribal Health Director Date

_____ _____
Personnel Manager Date

_____ _____
Chief Administrative Officer Date