

Following is a listing of policies that can be released externally to tribal members and the contact information should you want to request the information.

RANDY TEBOE, CULTURE

402-857-3519 or rteboe@poncatribene.org

1. Princess Travel Policy
2. Culture Committee Guidelines
3. Pow Wow Committee Guidelines
4. Enrollment Office Policy & Procedures Manual
5. Enrollment Committee Policy and Procedures Manual

HILARY FARLEY, INFORMATION TECHNOLOGY

Phone 402-438-9222 or hfarley@poncatribene.org

1. Cellular Telephone User Agreement
2. Information Access Control Policy
3. Information Technology Employee Statement of Understanding
4. Information Technology Incident Response Plan Policy
5. Cellular Phone Usage Policy
6. IT Support Guidelines for Tribal Government
7. Ponca Access Control Forms
8. Ponca Tribe of Nebraska Employee Internet Use Monitoring
9. Ponca Tribe of Nebraska IT Committee Roles & Responsibilities

PAT EICHBERGER, EDUCATION

Phone 402-371-8834 or pate@poncatribene.org

1. Department of Education Policies & Procedures

JAN COLWELL

Phone 402-857-3391 Ext. 2 or janc@poncatribene.org

1. Adoption of Ordinances
2. Ponca Community Building Usage
3. Burial Assistance Policy
4. Ponca Hills Facility & Grounds Use Policy
5. Naming of Ponca Buildings or Facilities Policy & Procedures
6. Ponca Youth Activity Fund for all Districts
7. Sweat Lodge Policy
8. Tribal Council Committees Policy
9. Tribal Council Policy on Budget, Workdays & Training
10. Tribal Council Annual Cost of Living Allowance Policy
11. IT Policy for Tribal Council Members
12. Tribal Drums & "Drum Keeper" Responsibility

JACOB OLSUFKA FINANCE DEPARTMENT

Phone 402-738-3166 or jolsufka@poncatribene.org

1. Financial Information Release to Members Policy

DR. LOUANN MCSTAY, MEDICAL CLINIC

Phone 402-733-3612 or lmestay@poncatribe-ne.org

1. TB reporting Standards
2. Standing Order for Birth Control (Oral Contraceptives)
3. Depo Standing Orders
4. Diabetes Mellitus Standing Orders
5. Treatment & Management Protocols and Standing Orders for the FLH&WC Facility
6. Standing Orders for Immunizations
7. Alcohol Withdrawal Standing Orders
8. Various Treatment Protocols
9. Employee Bloodborne Pathogen Exposure Guide
10. Standing Orders for WIC Clinic
11. Standing Orders for Administering Pneumococcal Vaccine to Adults
12. Medical Management of Vaccine Reactions in Adult Patients
13. Standing orders for Administering Hepatitis B Vaccine to Adults
14. Standing Orders for Administering Human Papillomavirus Vaccine to Children and Teens
15. Standing Orders for Administering Human Papillomavirus Vaccine to Adults
16. Standing Orders for Administering Influenza Vaccines to Children and Adolescents
17. Standing Orders for Administering Influence Vaccine to Adults
18. Standing Order for Administering Meningococcal Vaccine to Adults
19. Standing Orders for Administering Hepatitis A Vaccine to Children & Teens
20. Standing Orders for Administering Hepatitis A Vaccine to Adults
21. Standing Orders for Administering Rotavirus Vaccine to Infants
22. Standing Orders for Administering Td/Tdap to Children Ages 7 years and Older
23. Standing Orders for Administering Tdap/Td to Adults
24. Standing Orders for Administering Zoster Vaccine to Adults
25. Standing Orders for Administering Hepatitis B Vaccine to Children & Teens
26. Standing Orders for Administering Pneumococcal Polysaccharide Vaccine to Children & Teens
27. Medical Management of Vaccine Reactions in Children and Teens
28. Standing Orders for Administering Haemophilus influenza type b vaccine to Children
29. Standing Orders for Administering Inactivated Poliovirus Vaccine to Children & Teens
30. Standing Orders for Administering Measles, Mumps & Rubella Vaccine to Children & Teens
31. Standing Orders for Administering Measles, Mumps & Rubella Vaccine to Adults.
32. Standing Orders for Administering Meningococcal Vaccine to Children & Teens
33. Standing Orders for Administering Pneumococcal Conjugate Vaccine to Children

DR. KAREN BOBER, DENTAL CLINIC

Phone 402-733-1325 or kbober@poncatribe-ne.org

1. Blood pressure (e.g. When is it okay to do elective treatment? emergency treatment only? refer a patient directly to a medical provider, etc.)
2. Antibiotic prophylaxis guidelines (prior to dental care for at-risk patients, such as those with joint replacements or certain heart conditions)
3. Radiation safety policies, when to take x-rays
4. Obtaining accurate medical histories
5. Roles of each dental team member

6. Infection control policies (and roles each team member plays in keeping the dental clinic clean and our instruments sterilized)
7. Charting protocols
8. Amalgam waste safety
9. Waterlines testing protocol
10. Medical emergencies(-how to handle them, roles of each team member during an emergency)
11. Treating minors-guidelines on when parents/guardians must be present and how parents need to fill out a form in order to have another adult bring the child to an appointment. (There are certain procedures we will only perform if the parent is present.)

TINA VILLALPANDO, PURCHASE REFERRED CARE

Phone 402-371-8834 or tinav@poncatribene.org

1. Purchase Referred Care Policies & Procedures Manual
2. PTN Proof of Residency Policy
3. PRC Dental Service Plan
4. PRC Hearing Aid Plan
5. PRC Eye Care Plan
6. PRC Elderly Care Plan
7. PRC Policies & Procedures Manual Appendix
8. Purchase Referred Care Summary of Services

LORA LANGLEY, PUBLIC HEALTH NURSING

Phone 402-738-3157 or loral@poncatribene.org

1. FLH&WC Public Health Nursing Policy & Procedures
2. Title X Administrative & Clinical Policies, Procedures & Protocols

JAY EASON, BEHAVIORAL HEALTH

Phone 402-738-3169 or jaye@poncatribene.org

1. Behavioral Health Program – Alcoholism
2. Behavioral Health Manual for State of Iowa

DENNIS SCHUFELDT, PHARMACY

Phone 402-738-3149 or dschufeldt@poncatribene.org

1. Drug Samples
2. Mission Statement
3. Standards of Practice
4. Pharmacy Operations
5. Pharmacy & Therapeutics Committee
6. Clinic Drug Formulary
7. Procurement of Medications
8. FDA Approved Drugs for Non-FDA Approved Use
9. Patient Drug Profiles
10. Unacceptable Abbreviation & Symbol List
11. Drug Procurement/Inventory Control
12. Floor Stock
13. Decreasing Medication Errors

14. Look-Alike, Sound-Alike Medication Management
15. Prescribing/Ordering – General Practices
16. Verbal & Written Orders – General
17. Medication Orders (Pharmacy)
18. Documentation and the Use of Abbreviations, Acronyms, and Symbols
19. Medication Errors
20. Questionable Medication Orders
21. Medication Orders (Pharmacy) Outside Prescriptions
22. Pediatric Dosing-General Guidelines
23. Medication Preparation
24. Medication Recall
25. Unusable & Outdated Drugs
26. Drug Product Defects

LORA LANGLEY, PUBLIC HEALTH NURSE
COMMUNITY HEALTH PROGRAM

Phone 402-738-3157 or loral@poncatribene.org

1. CHR Program Policy & Procedure Manual
2. Medication Policy
3. CHR Program
4. CHR PCC Forms
5. CHR User Manual Supplement
6. IHS RPMS CHR Information & Reporting System
7. Policy on Non-Native
8. CHR Release of Information
9. Ponca Health Referral Form
10. CHR Request for Documents
11. Ponca Tribe Inter-Office Referral
12. CHR Medical History
13. CHR Parental Consent
14. CHR Abbreviated PCC Encounter Form
15. CHR Prescription Delivery Assistance
16. CHR 638 Contract