

COUNTY OF SOLANO

CLINIC REGISTERED NURSE (SENIOR)

DEFINITION

Coordinates the operational activities of public health clinics; provides nursing services in a clinical environment and provides general administrative support to clinic operations; performs related duties as required.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to coordinate the operational activities of public health clinics in addition to providing nursing services in the clinical environment. Incumbents work under the medical direction of a physician and within established protocols of the Health Department at the fully qualified professional level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Medical Director.

May exercise supervision over nursing and clerical staff. Orients physicians, nurses and support personnel in specific clinic operations.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Coordinates clinic and office operations to ensure that appropriate records and patient traffic flow are maintained, referrals and follow-up appointments are made, accurate information is disseminated and that clinics are conducted in an orderly fashion; provides direction to clerical staff in patient processing and other activities; develops policies and procedures; responds to patient complaints; acts as liaison to other departments and agencies.

Supervises Clinic Registered Nurses, Medical Assistants, and student interns; assists in selecting new employees; provides training and instruction; coordinates, assigns and reviews work activities; maintains standards; evaluates performance; acts on problems and concerns and allocates personnel.

Provides skilled nursing services in a variety of clinics, e.g., outpatient TB, immunization, well-baby, VD; conducts triage; provides referrals; makes physician appointments; obtains blood samples and sputum specimens; administers medications and immunizations; manages medical caseload; answers patient questions; provides informational literature and makes referrals as needed; charts to medical records.

Orients clinic physicians, nurses and support personnel in clinic operations and as necessary

technical procedures; prepares written procedures related to routine and emergency clerical operations and activities.

Maintains inventory of medical supplies, medications and vaccines; supervises use of medications and vaccines; distributes vaccines to clinic sites, private physicians and other agencies as directed; checks and maintains emergency equipment.

Schedules and assigns rooms for use by a variety of regular and special health service clinics and other departments; ensures that examination and/or consultation rooms are properly equipped, supplied and maintained.

Prepares and reviews a variety of reports; prepares monthly staffing schedules; prepares statistical reports on clinic operations.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Clinic organization and operations.

Principles, practices and skilled techniques of nursing and related medical theory.

Diseases commonly treated in public health clinics including symptomology and disease processes.

General nutrition.

Medical equipment operation.

Use and effects of medications and immunizations.

Legal environment of nursing.

Public health education techniques and practices.

Community health and social services.

Medical records management practices.

Clinic operations and practices.

Working knowledge of supervisory practices.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Evaluate and assess the need for nursing and/or medical services.

Exercise independent judgment; instruct others in clinical operations and procedures.

Work with individuals and families in a clinical setting to resolve health problems.

Perform skilled nursing tasks; anticipate physicians needs.

Plan, organize, coordinate and supervise clinical nursing and support services.

Supervise the work of others engaged in nursing and clinic support activities.

Identify and analyze administrative problems and implement operational changes.

Establish and maintain cooperative working relationships; demonstrate tact, diplomacy, patience and compassion..

Comply with nursing policies, protocols and program regulations.

Maintain medical records of appropriate documentation.

Maintain confidentiality of information.

Learn and make referrals to local and regional providers of social, medical and/or other specialized services.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three years of clinical nursing experience which included some responsibility for clinic operations and activities and overseeing the work of others.

Education/Training:

Associate's degree in Nursing or diploma in Nursing from a three year RN program is required.

SPECIAL REQUIREMENTS

Possession of a valid Registered Nurse license issued by the California State Board of Registered Nursing.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents must be able to work in an environment which may include exposure to communicable disease.

Positions allocated to this class may require bilingual skills.

Candidates for employment must as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

ADA COMPLIANCE

Physical Ability: Requires moderate but not constant physical effort, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling objects and materials.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Revised Date: June 2002

BOS Date: June 30, 2003

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