

COUNTY OF SOLANO

CLINIC REGISTERED NURSE

DEFINITION

Provides professional nursing services for patients in a specialized or a general clinic environment.

CLASS CHARACTERISTICS

This is a journey level, professional nursing classification. 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. Positions in this class are assigned in various public health clinics, medical clinics, and specialty clinics. Incumbents work under the medical direction of a physician and within established protocols of the Health Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Clinic Registered Nurse (Senior) or a supervisory level nurse.

Orients physicians, nurses and support personnel in specific clinic operations.

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

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.

Assists in examinations and treatments; assists in initiating, planning and evaluating nursing care and treatment plans; initiates patient referrals for services or to community resources; answers patient questions regarding procedures and medical care concerns; provides informational literature; educates clients on medical care and health issues including the need for follow up.

Observes and records patient condition, symptoms, and reactions; prepares and maintains medical records, reports, charts and other documentation.

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.

Assists with 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.

May be assigned to support other components of the Health Department, as needed.

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:

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

Medical terminology and equipment.

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, practices, routines and protocols.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.
Perform physical assessments and utilize nursing tools and equipment; administer medications and perform treatments and procedures.

Ability to:

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

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

Perform skilled nursing tasks; anticipate physicians' needs.

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:

One year of nursing or patient care experience.

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: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

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