

CLASS SPECIFICATION



CLASS: Registered Nurse
ALLOCATION: Health & Human Services
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1985
REVISED: September 2020

JOB SUMMARY:

Under general direction, promote general health in the community through education and outreach; performs a range of nursing tasks such as specimen collection and processing; administering medications/injections, diagnostic skin tests and immunizations; completes appropriate paperwork such as logs, report, and forms; coordinate the patient's medical care with private physicians, public facilities and other health centers; reviews laboratory results; assists in monitoring quality assurance, infection control and safety activities; participates in COVID-19 response activities including testing and other activities; administration of general nursing care, including general health screenings; and provision of quality nursing care to both adult and pediatric patients in a variety of settings in conjunction with or under the direction of the Public Health Officer. This position maybe assigned to various Public Health programs.

CLASS CHARACTERISTICS:

This is the entry level in the nursing series. This position reports directly to a Supervising Public Health Nurse. This class is distinguished from the Public Health Nursing series in that the latter have broader responsibility for health assessment, education, disease prevention and home health care on a community-wide basis.

EXAMPLES OF DUTIES:

Essential:

- Education and counseling of individuals, families, and groups regarding specific diseases or health conditions as well as health maintenance, promotion, and rehabilitation.
- Participate in general health screenings, immunization clinics, and public seminars on topics such as nutrition, health conditions, and exercise and wellness programs.
- Identify resources and encourage clients to follow up on medical, dental, nutritional, and mental health conditions found during health assessment screenings.
- Provide professional case consultation and technical assistance on all aspects of communicable disease risk assessment, transmission factors, diagnostics and treatments, laboratory interpretations, and CDC recommendations to health care providers of patients diagnosed with communicable diseases.
- Updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data; maintains appropriate records and prepares reports as required.
- Confers and consults with supervisor, and/or Health Officer regarding communicable disease investigations, treatment recommendations and contact follow-up as needed;
- Responds to public health emergencies and disasters as needed, utilizing the nursing skills authorized under their professional scope of practice.
- Administer general nursing care to patients in a clinic or community setting; perform nursing procedures such as administer medications or immunizations and proscribed medical treatments; observe patients' conditions and behaviors; report significant changes to supervisor or physician; record nursing notes on patient chart; give first aid as needed.
- Perform initial assessment and evaluations; interview and observe patients to ascertain medical history and current condition; review patient's records; take vital signs, assess current condition, and record and report all information.
- Assemble treatment supplies, prepares patient for examination and assist in the examination and treatment of patient.
- Develop a care plan in conjunction with the attending physician; review and update the plan according to patient's or client's status and facility policy.
- If assigned to Adult Services, investigate allegations of abuse, neglect, exploitation and self neglect, regarding the elderly and disabled, dependent adults; provide health assessments, timely case planning and on-going case management services.
- Confer with and report to physician patient progress under the adopted treatment or care plan.
- Evaluate the effectiveness of developed treatment plans; recommend discontinuance or modifications after conference with the attending physician, the client and support services staff.

- If assigned to the clinic, works closely with physicians to carry out prescribed medical treatment, such as dressing wounds, observing patients and their reactions to treatment, administering specified medication and taking samples for routine laboratory tests.
- Participate in the continuing analysis and evaluation of services in the nursing area to which assigned; receive complaints and concerns from clients or families, medical practitioners and resolves complains and/or follows through in conjunction with supervisory staff.
- Make referrals to other County departments and community agencies that can provide the required services in a cost-effective manner.
- Follow departmental policy and procedure when administering medication, treatments, preventative and therapeutic procedures; document actions in accordance with defined procedures.
- Administer prescribed medication; give diagnostic skin tests and read results; prepare, sterilize and maintain instruments and other equipment used in diagnosis and treatment; and take proper care of specimens obtained.
- Maintain records, inventory and physical security of drugs and medical supplies; set up and stock medication cart, crash cart, and supplies; order and request supplies as needed.
- Follow specified safety practices and procedures related to the work.
- Maintain current knowledge of procedures and policies related to the nursing specialty to which assigned; assist in orienting and training nursing and support staff.
- Prepare records and reports; may prepare statistical reports to document immunizations administered for purposes of funding grant programs.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Promote and maintain effective working relationships and communications within the department and between departments.
- Participate in in-service training regarding skilled nursing and nursing management; maintain required current certifications.
- Perform a variety of office support duties and use standard office equipment in support of the skilled nursing services function.
- Drive a motor vehicle to visit homes and other sites in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of skilled nursing care in a variety of facilities and settings.
- Principles and practices of nursing service provision specific to the functional area to which assigned.
- Use and care of the varied equipment required to provide nursing services.
- Principles and practices of work assignment, direction and review for contract and County staff.
- Safety practices and procedures related to the work, including those related to communicable diseases.
- Applicable laws, codes and regulations including the California Nurse Practice Act.
- Computer applications related to the work.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Record-keeping principles and practices, including procedures and proper techniques for documenting all actions.
- Community and public agency resources available to the clients served, including extending nursing care.
- Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
- Techniques for explaining technical matters and non-technical matters to those who may not be familiar with the terms and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Providing skilled nursing services in a variety of settings.

- Assessing patient status and needs and taking appropriate action to provide for the modification of treatment plans to maximize care effectiveness.
- Using and maintaining the equipment common to the nursing occupation.
- Interpreting, applying and explaining rules, policies, procedures and technical information.
- Providing effective nursing services, administering injections, assessing difficult situations and taking effective course of action.
- Analyzing and resolving varied nursing and patient care problems.
- Preparing clear and accurate reports, correspondence and other written materials.
- Directing the work of contract and County support staff; orienting and instructing staff in work procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Performing skilled nursing and making sound decisions in emergency situations.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Assess and prioritize assigned caseloads, multiple tasks, projects, and demands.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations.
- Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.
- Communicate and work effectively with public health personnel, health professionals, representatives of other agencies and the public.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Build positive work relationships with internal and external personnel.
- Use tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Maintain accurate records and files.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time and to distinguish fine shades of color.
- Speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard, write and to use equipment standard to the field; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office, clinic, community outreach, and/or home care setting.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.
- May be required to work extended hours.
- May be required to attend meetings outside of normal business hours.
- Will be required to be available for call back in emergency situations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in

selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain valid California Class C driver's license.
- Possess licensure as a Registered Nurse issued by the California Board of Nursing Education and Registration.
- Possess a current valid CPR Certification or obtain with the first six months of employment; maintain valid certification.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from an accredited nursing school as required to obtain California registration.

PREFERRED: In addition to the minimum, five (5) years Registered Nursing experience

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval Dept. Head:
Date:

Signature: _____

Human Resources Approval: Analyst
Date:

Signature: _____

EEOC: B
WC: 9410

Revision Dates: March 2011