

**SENIOR CLINIC NURSE****DEFINITION**

Under direction, serves as lead worker to clinic nursing staff and provides professional nursing care and services to patients and their families; assists physicians and carries out their instructions; provides leadership, orientation and training to staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the leadworker level in the Clinic Nurse series. The Senior Clinic Nurse trains, assigns, and reviews the work of Clinic Nurse and Medical Assistant staff, handles the most complex cases, and oversees and independently performs triage, referral and complex case management.

This class is distinguished from the next lower class of Clinic Nurse in that the latter provides routine care and services to patients, follows standard protocols, and assists and follows the instructions of physicians and higher-level nursing staff.

**EXAMPLES OF DUTIES**

1. Trains, assigns, and reviews work of Clinic Nurses and other staff.
2. Coordinates, manages and participates in triage of patients; writes protocols for triage; reviews triage with clinic nurses daily; reviews triage paperwork for appropriate referrals.
3. Provides case management for the most complex cases seen at the clinic; implements strategies to overcome language and cultural barriers; educates patients about how to follow physician's orders; researches available pharmacies for patients; and coordinates for follow-up services with public health nurses and hospitals, other agencies and health care programs.
4. Oversees the referral process to find specialists who can treat the patients, locates transportation for patients to visit the specialists; coordinates ancillary services, such as visits to radiology, pulmonology, audiology and laboratory; and works to overcome financial barriers to health care.
5. Assesses, plans, organizes and provides nursing care to patients in accordance with physician instructions and protocols.
6. Provides training to Clinic Nurses and Medical Assistants on the use of equipment, cardio-pulmonary resuscitation (CPR), clinic protocols, and on-going in-service education; oversees maintenance of medical credentials; and provides orientation and training to new staff, nursing students, providers, and physicians.
7. Serves as point of contact for the physicians to assure that clinical support processes are accomplished according to clinic protocols and standards.
8. Under the oversight of the clinic pharmacist, ensures that medications are current and not expired, and ensures that physicians have all the necessary information for dispensing medicine and that it is dispensed properly.

9. Identifies and communicates need for policy and procedure revisions, may assist in the development and revision of policies and procedures.
10. Participates in quality assurance activities related to patient care and suggests modifications to nursing practices based on results and findings.
11. May participate in data collection for research and special studies.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### Thorough knowledge of:

1. Current theory, principles, techniques, procedures and triage processes used in professional nursing.
2. Medical terminology, medical instruments and equipment.
3. Routines typical to a family practice and/or public health clinic.
4. The uses, effects and contraindications of medicines and narcotics.
5. Federal, State, and local laws and regulations that govern nursing practice.
6. Current treatments, drugs and equipment associated with the clinic specialty.

#### Working knowledge of:

1. Community resources available to provide patient care and follow-up.
2. Computer applications related to nursing.
3. Principles and practices of quality assurance.

#### Skill and Ability to:

1. Plan, coordinate, and monitor the work of lower-level clinical staff.
2. Train clinical staff on clinic protocols, use and operation of equipment, and provide in-service education.
3. Perform the full range of registered nursing duties and responsibilities.
4. Plan, present and manage care plans for patients needing case management.
5. Prepare and maintain records, reports and laboratory results tracking.

6. Analyze situations accurately and adopt effective course of action.
7. Establish and maintain effective working relationships with physicians, providers, patients and fellow employees.
8. Communicate effectively with physicians, providers, patients and fellow employees.
9. Keep abreast of developments in area of clinical medicine.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment the incumbent will be required to:

1. Possess of a valid license as a Registered Nurse issued by the California Board of Nursing Education and Nurse Registration.
2. Work a flexible schedule
3. Float to other clinics as needed to maintain proper flow and support for the patient care delivery team.

### **EXAMPLES OF EDUCATION, TRAINING AND EXPERIENCE**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education: Completion of an accredited nursing program.

Experience: Five years of experience as a registered nurse in a clinic setting, including experience and/or training in lead work or supervision.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Vision: Which can be corrected to a level sufficient to successfully read and interpret physicians orders, written notes, and medical records entries, administer medications and treatments either topically, internally, orally, subcutaneously or intramuscularly; assess changes in patient status, interpret colors.
2. Manual dexterity: To transcribe information into patient charts, operate a computer keyboard, apply treatments to patients, perform cursory medical examinations, administer medications and manipulate equipment.
3. Physical Ability: Such as lifting, bending, to move patients and equipment, and to respond to emergency situations.
4. Hearing: Which can be corrected to a level sufficient to successfully hear and interpret physiologic sounds, such as breathing and bowel sounds.

Senior Clinic Nurse

52A22

**CLASS HISTORY**

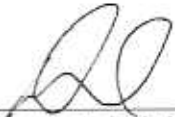
Class Code: 52A22  
Established Date: June, 2004  
Revised Date: (New)  
Former Title: (New)

**CLASS DATA**

Job Group: 10  
EEO Category: P  
Work Comp. Code: 8810  
Bargaining/Employee Unit: H  
FLSA: E  
MOCO OT: Y

Prepared by:

Approved by:



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County Administrative Office

6/7/04

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Date