

CLINICAL NURSE

DEFINITION

To perform a variety of health services including providing basic medical care and health education to the public, and conducting immunization, vaccination and child health clinics.

DISTINGUISHING CHARACTERISTICS

This is a journey-level technical classification. Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Duties include the application of technical knowledge within the scope of responsibilities regulated by Registered Nursing regulations. This class is distinguished from the Public Health Nurse series by the licensing requirements and the performance of less complex and more routine duties. Positions at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Provides clinical nursing services to clients, including screening, clinical care and public health instruction and education.

Makes referrals to other agencies and/or providers as appropriate.

Collaborates with other agencies to provide effective outreach and referral.

Administers and evaluates pregnancy tests; provides comprehensive counseling, assessment and referral for pregnant and non-pregnant clients.

Conducts immunization and flu vaccination clinics for children and adults on-site and in community settings.

Performs, reads and evaluates TB tests.

Serves as client advocate; coordinates health services with providers as needed.

Participates in case conferences regarding individual client needs and options.

Clinical Nurse
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
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Establishes and maintains client- and program-specific records and data.
Assists clients in accessing health and community services as needed.

Receives and reviews client referrals from agencies and providers in the community.

Assists in developing community-wide needs assessment activities and public health programs as assigned.

Develops and distributes outreach and health education materials.

Participates in program outreach and public information / publicity activities.

Prepares required reports and records with accuracy and in a timely manner.

Attends various meetings and training sessions as appropriate or required.

Coordinates and/or participates in special programs and projects as assigned.

Performs general office work as required, including but not limited to copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, attending meetings, ordering supplies, maintaining office cleanliness, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of nursing and health care.

Procedures and methods of First Aid and cardiopulmonary resuscitation.

Public health education.

Principles of family planning.

Principles of child development.

Principles and techniques of teaching, counseling, outreach and interviewing.

Methods of medical case recording and report preparation.

Business letter writing and report preparation; English language usage, punctuation, spelling and grammar.

Modern office procedures, practices and technology, including the use of computers for data and word processing.

Ability to:

Learn and apply federal, state and local policies, procedures, laws and regulations.

Understand and follow oral and written instructions.

Assist in developing public health programs and activities.

Perform routine clinical nursing duties and responsibilities.

Administer First Aid and CPR.

Perform routine medical tests and interpret results.

Operate a variety of standard medical and medical testing equipment.

Maintain confidentiality as appropriate.

Prepare and maintain reports, records and logs.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible nursing experience, preferably including some public / community health experience.

Training:

Completion of a registered nursing program.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a valid license as a registered nurse in California.

Possession of, or ability to obtain, certifications in First Aid and CPR.

Classification Code:	3437230
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9043
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"