

Code: 4146

Title: PATIENT CARE SERVICES – LEVEL II

SUMMARY: Provides direct patient care services within an assigned Pima County department and may be required to act in a lead capacity, assigning and monitoring the work of other professional and support personnel.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Administers general nursing care to patients in an assigned area including hospitals, clinics and homes;
Maintains and interprets standards of public health nursing programs;
Gives medications and treatments under physician's orders;
Reviews medical claims for appropriateness of charges relating to care and payment;
Observes, records and reports patient's reactions, responses and general condition;
Conducts utilization reviews and/or quality assurance surveys and prepares related reports;
Confers with physicians, managers or department heads regarding Quality Assurance/Utilization Management (QA/UM) problems and recommends alternative solutions;
Identifies patients who have physical and emotional illnesses or disabilities, through observations and analysis of records, and assists families to secure appropriate medical, hospital and other needed care;
Plans, authorizes and coordinates medical equipment and medical services for patients;
Collects data, compiles statistical information, and prepares records and reports for use in program planning and evaluation, and in health-related surveys and studies;
Receives and reviews emergency notifications from area hospitals and health care facilities;
Ensures the maintenance of proper standards of nursing;
Coordinates nursing care with other activities and programs;
Demonstrates and teaches nursing care techniques and orients new personnel;
Assists in setting standards and evaluating personnel performance;
Participates in maintaining a safe, orderly and therapeutic environment;
Writes reports or conducts surveys as required;
Supervises assigned personnel in a specialized patient-care function or unit;
Assumes responsibilities of higher level nursing personnel in their absence.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles, practices and techniques of nursing and public health nursing;
- public health programs and public health science;
- methods and practices of QM/UM in health care;
- billing practices and procedures of health care providers;
- the principles and practices of supervision.

Skill in:

- providing professional nursing and public health nursing services in an assigned area;
- evaluating medical situations and making appropriate decisions;
- analyzing appropriateness of medical charges;
- communicating effectively, both orally and in writing;
- planning, organizing and assigning the work of others.

MINIMUM QUALIFICATIONS:

Graduation from an approved school of nursing.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona. Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Requirements: Certain positions or functional assignments within this category require a Bachelor's degree from an accredited college or university with a major in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the position as defined by the Appointing Authority.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided. Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/12/92
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