

*Code: 4147*

*Title: PATIENT CARE SERVICES - LEVEL III*

**SUMMARY:** Supervises or manages professional and support staff, and units or divisions providing direct patient care services within an assigned Pima County department.

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

Manages or supervises operations of a specialized patient-care function or unit;  
Supervises, trains and evaluates assigned professional and support personnel;  
Analyzes the breadth of program needs and assigns personnel resources for maximum effectiveness;  
Coordinates, conducts and manages utilization review, including prior authorization and quality of care surveys in health care facilities;  
Plans, schedules and assigns nursing and support staff on an assigned shift;  
Reviews medical charts and supporting documents to ensure HCFA requirements in response to Medicare Parts A and B issues;  
Administers general nursing care to patients in an assigned area including hospitals, clinics and homes and ensures quality of said service;  
Researches errors in Diagnostic Related Groups (DRG) coding, billing and contracts;  
Develops and implements specialized public health nursing programs;  
Collects data, compiles statistical information, and prepare records and reports for use in program planning and evaluation, and in health-related surveys and studies;  
Coordinates implementation of County sponsored programs with other community or agency programs or activities;  
Reviews Risk Management issues affecting patient care;  
Assists in developing and updating patient care plans and monitors progress;  
Observes, records and reports patient's reactions, responses and general condition;  
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;  
Works with Social Services and social services agencies on discharge planning issues;  
Maintains operational records and submits status reports to departments and funding sources as appropriate;  
Develops and maintains effective working relationships with other departments, agencies, schools, hospitals and the public;  
Provides in-service training and technical assistance to other departments, divisions, contractors and providers;  
Works with teaching institutions in the development and implementation of student programs;  
Evaluates contractor compliance, recommends improvements and negotiates contract changes if necessary;  
Writes reports or conducts surveys as required;  
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;
- the principles and practices of management and supervision;
- methods and practices of QM/UM in a health care environment;
- financial components of managed health care systems;
- research and analysis methodology and report preparation;

- contract development, interpretation and development.

Skill in:

- providing professional nursing and public health nursing services in an assigned area;
- communicating effectively, both orally and in writing;
- planning, organizing and assigning work for others;
- understanding and implementing government regulations;
- analyzing health care issues and defining alternative solutions;
- analyzing data and writing reports of varying complexity.

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. Failure to maintain the required licensure shall be grounds for termination.

Special Requirement: 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.