ASHEVILLE, NORTH CAROLINA

Classification Specification

Registered Nurse
Job Code: 3570
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide professional nursing care and health assessments to City employees in a clinical setting.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs assessments of patients: obtains medical history, including medications, current medical needs and concerns, etc.; obtains vital signs, weight, and other routine medical data; identifies patient needs and plans medical care; makes appropriate referrals as needed; and provides appropriate nursing care according to establishes policies, procedures, and protocols.

Provides nursing care in employee health clinic setting: performs physicals; administers vaccines; checks and treats blood pressure and blood glucose levels; provides education regarding medications; changes bandages; performs neurology checks or other medical observations; draws labs, such as urine, sputum, blood and cultures; and coordinates with advanced providers regarding patient care and referrals to specialists and other treatment facilities as needed.

Prepares and processes patient charts and records: records confidential health data and information, including laboratory test results; enters, updates, and maintains data in computerized medical records systems; logs, tracks, or maintains patient health records; and files, maintains, and stores hardcopy records, as needed.

Maintains cleanliness of work area and inventories of supplies, forms, and equipment: prepares patient rooms and equipment for appointments; cleans and sanitizes patient rooms and equipment and performs nursing duties according to established universal precautions and infection control techniques; prepares appointment specific equipment and supplies; and replaces and stocks supplies and equipment in treatment rooms as needed.

Assists with developing and implementing health and wellness programs: assists with coordinating and participates in on-site health and wellness activities, such as blood pressure monitoring, glucose checks, blood drives, and other wellness activities; and conducts training sessions related to health and wellness.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures related to nursing and medical care: maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in continuing education activities; and attends training and certification classes, workshops, and seminars as appropriate to maintain required certifications and licensures.

Communicates with supervisor, subordinates, other City employees, advanced care providers, doctors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, medical information and data, vaccination records, health and risk assessments, lab reports, diagnostic reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates and utilizes various medical and nursing tools and equipment, such as vital signs machine, laboratory equipment, hearing equipment, emergency medical equipment, or other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Nursing or related field required; supplemented by three years of experience in providing nursing care; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Registered Nurses license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide paraprofessional counseling and medical treatment to others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.