General Statement of Duties

Performs full performance professional level work providing nursing care in a variety of health care settings.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position performs lead-work.

Essential Duties

Establishes nursing care plans and participates as a member of a health care team planning for and providing optimal patient care.

Evaluates outcome of patient care, consults with other professionals as required and adjusts nursing care processes as necessary to ensure optimal patient care.

Provides safe, comfortable and therapeutic environment for patients/families in accordance with practice standards.

Gives direction or assistance in planning for or delivering care to multi-problem patients. Educates patients in specialized knowledge, procedures and techniques.
Makes emergency assessments in critical situations and performs necessary procedures/interventions to stabilize the patient’s medical/mental condition.

Instructs patient/family regarding tests and procedures, agency policy and educates them regarding general health techniques and maintenance and preventive health care.

Provides nursing care support for nurses or other personnel with examinations, procedures and other processes related to direct patient care.

Administers and controls medications.

Maintains or increases skills and knowledge base necessary to meet patient care standards and quality improvement criteria. May provide in-service training to other staff.

Participates in and assists in formulating and screening quality improvement plans.


May assume responsibility as a charge nurse. Assists in the orientation of new staff members, nursing students, medical students and others.

Some positions may provide assessment of the medical condition of inmates in the jails or in the forensic unit of the hospital to ascertain undisclosed medical condition and provide necessary intervention. Assists in processing inmates that report to sick call and determining if medical conditions can be resolved by dispensing medications within established protocols, or if the inmates need to be referred to a physician or transported to the hospital. Assists a dentist in meeting the dental needs of inmates.

May interview patients to obtain comprehensive health history and behavior patterns as required for multi-centered research grants and perform complex chart extraction in order to meet the contractual obligations with the Center for Disease Control and prevention.

Some positions act as advice nurse for Choice Care programs.

Maintains and assists in the development of departmental policies and procedures, objectives, quality improvement program, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

<table>
<thead>
<tr>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.</td>
</tr>
<tr>
<td>Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.</td>
</tr>
<tr>
<td>Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.</td>
</tr>
</tbody>
</table>

City and County of Denver
Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

Knowledge of professional nursing theory and practice sufficient to be able to assess, plan, implement, and evaluate patient care.

Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.

Knowledge of a wide variety of medical equipment and instruments sufficient to be able to administer patient care.

### Education Requirement

Associate's Degree in Nursing from a Colorado Board approved school of nursing.

### Experience Requirement

One (1) year of professional nursing experience.

### Education & Experience Equivalency

A Bachelor's Degree in Nursing may be substituted for the minimum education and experience requirement.

### Licensure & Certification

Requires CPR Certification by the end of the probationary period, to be maintained throughout employment.

Requires possession of a valid Colorado Registered Nurse's License, or permit at the time of application; with the intent that the permit be used only until licensure is obtained within a reasonable timeframe.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Contact with patients under a wide variety of circumstances.
Potential exposure to hazardous anesthetic agents, body fluids and wastes.
Potential exposure to infections and contagious disease.
Potential exposure to odors in kitchen and/or patient areas.
Potential exposure to risk of blood borne diseases.
Potential exposure to unpleasant elements (accidents, injuries and illness).
Occasional pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

- **Standing:** remaining on one’s feet in an upright position.
- **Walking:** moving about on foot.
- **Lifting:** raising or lowering objects weighing no more than 10 pounds, from one level to another.
- **Carrying:** transporting an object, usually by hand, arm, or shoulder.
- **Pushing:** exerting force upon an object so that the object is away.
- **Pulling:** exerting force on an object so that it is moving to the person.
- **Climbing:** ascending or descending objects usually with hands/feet.
- **Balancing:** maintaining body equilibrium to prevent falling over.
- **Stooping:** bending the body by bending spine at the waist.
- **Kneeling:** bending legs to come to rest on one or both knees.
- **Crouching:** bending body downward and forward by bending legs.
- **Crawling:** moving about on hands and knees or hands and feet.
- **Reaching:** extending the hand(s) and arm(s) in any direction.
- **Handling:** seizing, holding, grasping, or otherwise working with hands.
- **Fingering:** picking, pinching, or otherwise working with fingers.
- **Feeling:** perceiving attributes of objects by means of skin receptors.
- **Talking:** expressing or exchanging ideas by means of spoken words.
- **Hearing:** perceiving the nature of sounds by the ear.
- **Repetitive motions:** Making frequent movements with a part of the body.
- **Lifting:** Raising or lowering an object over 10 pounds.
- **Far acuity:** ability to see clearly at 20 feet or more.
- **Near acuity:** ability to see clearly at 20 inches or less.
- **Depth Perception:** ability to judge distance and space relationships.
- **Field of Vision:** ability to see peripherally.
- **Accommodation:** ability to adjust vision to bring objects into focus.
- **Color Vision:** ability to distinguish and identify different colors.

**Background Check Requirement**

- Criminal Check
- Education Check
- Employment Verification
- Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
Class Detail

Pay Grade: O-809
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: