

ADMINISTRATIVE NURSE – HEALTH DEPARTMENT**DEFINITION**

Under general direction, coordinates, plans, organizes and supervises nursing and other staff services in assigned clinics, and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned as a “clinic coordinator”. Clinic coordinators supervise the professional and paraprofessional staff in outpatient primary care clinic(s), and ensure that appropriate level of staff is maintained at all times.

This class is distinguished from that of Staff Nurse in that the latter performs direct outpatient services in assigned clinics at the Health Department

EXAMPLES OF DUTIES

1. Assess patient or client needs and staff capabilities in assigned clinic and makes personnel assignment adjustments to ensure quality care and services
2. Participate in the selection, orientation, training and evaluation of assigned staff
3. Participate in clinic(s) budget process by providing recommendation on personnel, operational and capital equipment expenditures for assigned clinic(s).
4. Coordinate the services of an assigned clinic(s) with other branches of the Family and Community Health
5. Assist with the development, update and implementation of clinic protocols
6. Respond to security or other emergency incidents in the clinic by attending the site of the incident, assessing the situation and directing appropriate personnel to the scene
7. Supervise the implementation of policies, procedures and standards
8. Provide direction to professional and paraprofessional staff on clinic policies, procedures and protocol
9. Provide technical expertise concerning the medical, nursing, technical, professional and/or administrative elements of clinic services; evaluates and makes decisions on difficult clinical or administrative problems
10. Respond to staff, patient, client and public complaints
11. Serve on relevant committees and task forces as assigned
12. May provide direct patient care.

QUALIFICATIONS

Pursuant to Title 17 of the California Administrative Code, possession of a license in active status to practice as a registered nurse in California.

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In addition, any combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Nursing principles and practices necessary for optimum patient care
2. Disease processes and treatment including psychosocial, environmental and physical factors that influence a patient's well being
3. Outpatient clinic protocols, policies and procedures

Working knowledge of:

1. Legal restraints on the documentation of patient care activities
2. Applicable filing deadlines and time constraints of the various regulatory agencies
3. Outpatient clinic operating procedures and policies, including administrative and medical procedures
4. Principles and practices of staff supervision and development
5. Interview techniques and principles
6. Community aspects, needs and resources including local agencies, hospital, medical and safety organizations.

Some knowledge of:

1. Fiscal and budgetary principles, constraints and limitations
2. Outpatient clinic billing processes and procedures.

Skill and Ability to:

1. Assess outpatient clinic needs and staff capabilities in order to make staffing assignments
2. Evaluate information from complex reports and make appropriate recommendations
3. Think creatively; develop new methods, procedures or approaches to achieving clinic(s) goals; exercise initiative, ingenuity and sound judgment in identifying and solving difficult administrative and technical problems
4. Plan, direct and evaluate the work of others
5. Speak effectively before groups for the purpose of soliciting and providing information and/or persuading others to pursue a specific course of action
6. Establish and maintain cooperative work relationships with those contacted through the course of work; interface with community and agency representatives regarding issues of a sensitive or political nature

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7. Facilitate communication between staff and administration
8. Establish priorities; organize and manage time effectively
9. Effectively supervise professional and paraprofessional staff in providing quality patient care
10. Read and interpret a variety of rules and regulations including employee labor contracts
11. Locate, gather and compile a variety of information in order to prepare clear and concise written reports
12. Keep accurate records.

CLASS HISTORY

Class Code: 52A89
Established Date: May, 1998
Revised Date:
Former Title:

CLASS DATA

Job Group: 10
EEO Category: P
Work Comp. Code: 8830
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: JB 5/19/1998

Approved by:

County Administrative Office

Date