

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38003
Job Class Code:	580	Salary Schedule:	ASRRNURSE
EEO Category:	02	Grade:	16
Workers Comp Code:	8833		

Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical and Dental Services Series

JOB CODE TITLE: NURSE I

HRIS TITLE: NURSE I

CHARACTERISTICS OF THE CLASS: Works under immediate supervision of a physician or higher level professional nurse. Has the authority to administer medication, give injections, start and stop I.V.'s and perform other general nursing services as prescribed; act as lead over subordinate nursing staff; assist in planning and carrying out patient care plans. Performs general professional nursing duties for physically ill, infirm or injured persons in a clinic, infirmary or long-term care facility; assists in conducting physical examinations; records medical histories; administers first aid and emergency care; observes and assesses patients' behavior and progress; administers medications and injections; may act in lead role. Work product consists of patients receiving properly administered nursing care, treatment and services as prescribed; trained subordinate nursing staff carrying out assigned duties in an efficient and prescribed manner. Responsible for carrying out all assigned nursing care, treatment and services in a professional and prescribed manner; providing a safe, therapeutic and hygienic environment; providing in-service training and on-the-job guidance to subordinate nursing staff.

EXAMPLES OF DUTIES: Resolves technical or work procedure problems and questions presented by subordinate level workers. Performs and oversees the carrying out of prescribed and required professional nursing services and patient care and treatment, e.g., administers medications injections, i.v.'s, catheterizations, examining and assessing, etc. Maintains a chart recording patient's condition, treatments prescribed and taken and other information pertinent to patient care. Receives essential information at beginning of daily tour of duty; holds briefing with subordinate-level personnel, answers questions, participates in brief discussion. Attends staff meetings relating to patient care or client treatment; gives and receives information, participating in problem-solving and decision-making. Makes periodic nursing rounds during shift to assess condition of patients; evaluates care given to assure that timely, effective and proper measures are being carried out to maintain hygienic environments. Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Writes incident reports in prescribed format. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Trains new workers on-the-job to perform tasks that will become part of everyday work routine. Conducts and participates in in-service training and staff development programs for regularly employed staff. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman level in the work system. Performs related work as required.

WORK CONDITIONS: May experience mental and emotional stresses from working with persons with varying degrees of physical and psychological disorders.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: theory, principles and practices of general professional nursing; procedures and practices of team nursing; State and agency laws and regulations governing general professional nursing practices;

practices and procedures of developing treatment plans for patient care; theory and practices of management in nursing services.

Skill/Ability to: apply professional nursing methods and techniques; applying and interpreting State and agency laws and regulations governing general nursing practices; developing and carrying out patient care plans within a team nursing concept; observing and assessing behavior and progress of patients; oral and written communication; interpersonal relationships.

Experience and Education: Typical ways to obtain the KSAs would be:

- Graduation from an accredited school of professional nursing.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Possession of a license to practice as a registered nurse in Arizona. A temporary permit will be accepted for appointment to this class but a license is a prerequisite for permanent status. A medical/physical evaluation is required prior to appointment.