

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38076
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	02	Grade:	N2
Workers Comp Code:	8835		

Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	07/01/90	Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HAB NRSG SVS COORD

HRIS TITLE: HAB NRSG SVC COORD

WORK DESCRIPTION: Provides specialized nursing expertise and consultative services for developmentally disabled patients; work includes assessing care of patients; plans, implements and evaluates special care plans; develops health education plans in specialty area and instruction to residential/group home staff, patients and family; functions as a resource to provider staff nurses.

WORK ACTIVITIES: Directs patient health care and nursing services, located in community, campus residential or group home environment.

Develops and implements specialized patient care plans, coordinates with the agency or vendor staff; provides guidance and in-service health education training in specialty.

Organizes and provides medical supervision and control for health screening and clinical tests.

Makes periodic patient rounds at institution cottages, campus living and infirmaries; examines and analyzes medical records and charts; functions as a liaison/consultant in so doing.

Visits community homes in counties, monitors and coordinates quality of care; evaluates health needs and services of the patients.

Utilizes records and medical charts of patient's clinical diagnosis, treatment and laboratory test results as a guide for further determinations and treatment.

Confers with physicians to plan and determine course of action in patient care.

Responds to medical and behavioral emergencies throughout the program units: provides direction to maintain safety.

Conducts and participates in in-service training and staff development for vendor staff in community/group homes.

Resolves problems and questions presented by vendor or agency staff regarding work processes, policies, organization or health care methods.

Performs related work as required.

WORK CONDITIONS: Work requires travel and possible exposure to infection and contagious diseases.

SUPERVISION: Reports to a Developmental Disabilities Assistant Program Manager.

WORK RESULTS/PRODUCTS: Patient health care assessed; referrals to clinics and doctors as needed; staff trained in first aid and health education plans and procedures; quality of care monitored and evaluated for patients in group/resident homes and on campus.

RESPONSIBILITY: For quality patient care and infection control; medical and psychiatric clinical services of developmentally disabled patients; acting as a resource for nurses.

AUTHORITY: To make medical assessments, develop and instruct staff in implementing care plans.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: interdisciplinary team planning processes; services offered by community; primary health care provider services; the purpose and function of a nursing specialist in relation to client care; sources of educational materials.

Skill/Ability to: assess patients and their developmental levels; recognize the needs of developmentally disabled patients; teach required health education classes; develop, analyze and implement treatment care plans.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a current license or temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona.