



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: REGISTERED NURSE I-II

DEFINITION: Performs increasingly responsible nursing services, including providing basic health care in public or occupational health clinics, functioning autonomously using standardized procedures and protocols, and coordinating clinic staff activities.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification;

Grade Level II - Performs the more difficult functions of the classification, including staff development and training. Requires a minimum of two years of experience in a clinical setting.

EXAMPLES OF DUTIES:

- Arrange, set-up, and conduct community health clinics.
- Clinically assess and triage clients for medical/nursing services.
- Take complete client histories and maintain patient charts and records.
- Administer tests, treatments, and medications as prescribed by physicians, physician assistants, and nurse practitioners.
- Observe and document client's reactions, condition, and symptoms in response to treatments.
- Consult with physicians, physician assistants, and nurse practitioners routinely and whenever indicated by clinical assessment.
- Teach and counsel clients, families and/or groups regarding specific illnesses, diseases or health conditions, as well as health maintenance, promotion, and rehabilitation.
- Conduct client follow-up to ensure health needs are being met.
- Develop and disseminate educational programs, materials, and brochures.
- Use knowledge of community resources and agencies to assist in the coordination of patient care.
- Evaluate outcome of care and adjust care process appropriately with consultation as needed.
- Participate as a member of a multidisciplinary team and assist in determining client treatment plans.
- Order medical supplies and ensures that clinic areas are maintained in service ready condition.
- Orient or assist in the orientation of new staff.
- Act as a mentor for new staff or lower level staff.
- Conduct or participate in the conduction of staff training.
- Mentor nursing and other health care students.



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- Perform outreach activities to inform the community about Public Health programs and resources.
- Conduct or participate in the conduction of clinic quality assurance activities.

MINIMUM REQUIREMENTS:

Completion of a recognized training course in nursing
Proof of an active California Registered Nurse license
Current cardiopulmonary resuscitation (CPR) certificate

DESIRABLE QUALIFICATIONS:

Some Positions may require:

Sexually Transmitted Disease Clinic: satisfactory completion of an approved STD training course.

Public Health – General Clinical Service Nurse: Out-Patient Clinic.

Occupational Health: Additional training in Occupational Health Nursing, Certification by the American Association of Occupational Health Nurses, Inc.

Ability to function autonomously under standardized Nursing Procedures.

Bilingual Language skills (English/Spanish) or (English/Asian).

May be required to travel to Community Centers.

May work weekends and evenings.

Proof of a valid motor vehicle operator license at the time of appointment.

HISTORY:

Grade Levels I – II added on 07/01/86

Classifications Specification revised on 02/01/67, 10/14/94, and 11/20/06.

Approval /Adoption Dates: 11/20/06 – Human Resources

01/17/07– Civil Service Commission