



Career Service Authority  
Advanced Registered Nurse

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**GENERAL STATEMENT OF CLASS 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 and 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 Communications and 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.

Arranges for patient's ordered diagnostic and therapeutic services. Maintains patient records and charts to ensure accurate record of the patient's medical and psychological treatment.

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.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Oral Communication** – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment toward completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effective dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Customer Service** – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Memory** – Recalls information that has been presented previously.

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.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object 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.

***Working Environment:***

Contact with patients under a wide variety of circumstances.  
Exposed to hazardous anesthetic agents, body fluids and wastes.  
Exposed to infections and contagious disease.  
Exposed to odors in kitchen and/or patient areas.  
Exposed to risk of blood borne diseases.  
Exposed 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.

***Education Requirement:***

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

***Experience Requirement:***

One-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 and/or 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.

**CLASS DETAIL**

<b><i>FLSA CODE:</i></b>	Exempt
<b><i>ESTABLISHED DATE:</i></b>	09/16/1995
<b><i>ESTABLISHED BY:</i></b>	Jean Canfield
<b><i>REVISED DATE:</i></b>	12/20/09
<b><i>REVISED BY:</i></b>	John Hoffman

***CLASS HISTORY:***

12/20/09: This class was revised, updated, and placed into the new class specification format.