



# Career Service Authority

## Clinical Nurse Specialist

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### GENERAL STATEMENT OF CLASS DUTIES

Provides advanced professional nursing practice in a recognized specialty field.

### DISTINGUISHING CHARACTERISTICS

The Clinical Nurse Specialist is distinguished from the Nurse Practitioner which provides professional nurse practitioner care which involves providing direct patient care in accordance with the statutory limitations established for nurse practitioners and may perform administrative support functions as required. The Clinical Nurse Specialist is also distinguished from the Nursing Program Manager which manages the operation of a clinical program, federal grant program or other program that involves responsibility for financial accountability, personnel activities and nursing skills to provide direct patient care, analysis and treatment. In addition, this class is distinguished from the Correctional Institution Nursing Manager and the Correctional Institution Head Nurse which direct and supervise the Denver County Jail and Pre-arraignment Detention Facility nursing support services and supervisory functions over professional nursing and support staff.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

#### ***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 are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position performs lead work.

**ESSENTIAL DUTIES**

Performs advanced professional nursing practice by collecting health problem information from special assigned patients, analyzes present patient care and the responses to the present care, and assists in the development of the patient care plan and treatment.

Participates in the specialized care of patients, including critically ill patients.

Identifies training needs and plans; coordinates and conducts educational programs and special in-service training sessions in new policies, trends, and familiarization and development of patient care techniques and procedures utilized by the nursing service personnel.

Instructs individual members of the nursing staff regarding the development of specialized skills and techniques utilized in a specialized area such as intensive care, neonatal care, nutritional support, and the utilization of complex specialized equipment.

Participates in or conducts research related to the area of specialization.

As assigned, performs specialized tests on patients such as monitoring serum protein levels, calculating nitrogen balance, performing anthropometric measurements, and directing calorimetry studies to accurately and efficiently provide nutritional assessment.

Monitors, evaluates and enhances nursing practice through participation in the Quality Improvement Process.

Completes required documentation legibly, thoroughly and in a timely manner. Attends a variety of staff and administrative meetings.

Counsels patients about health and illness and discusses preventive health measures.

Monitors and evaluates medical conditions of patients and in collaboration with physician and other disciplines, applies appropriate standards of care.

Maintains established departmental policies and procedures, objectives, and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

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:***

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; related well to people from varied backgrounds and situations; is sensitive to individual differences.

**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.

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

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

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

**Self-Esteem** – Believes in own self-worth; maintains a positive view of self and displays a professional image.

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

**Stress Tolerance** – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

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

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

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

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Carrying: transporting an object, usually by hand, arm, or shoulder.

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes objects by means of skin receptors.

Sitting: remaining in the normal seated position.  
Handling: seizing, holding, grasping or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with finders.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Standing: remaining on ones feet in an upright position.  
Lifting: raising or lowering an object up to 10 pounds.  
Near Acuity: ability to see clearly at 20 inches or less.  
Far Acuity: ability to see clearly at 20 feet or more.  
Depth Perception: ability to judge distance and space relationships.  
Accommodations: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.  
Field of Vision: ability to see peripherally.

***Working Environment:***

Contact with patients under a wide variety of circumstances.  
Exposure to infection from disease-bearing specimens.  
Exposure to infections and contagious disease.  
Exposure to risk of blood borne diseases.  
Subject to varying and unpredictable situations.

***Education Requirement:***

Masters Degree in Nursing in a specified specialty area.

***Experience Requirement:***

One year experience in the specialty area.

***Education/Experience Equivalency:***

B.S.N. in nursing required in addition to a Master's Degree in non-nursing specified area.

***Licensure and/or Certification:***

Possession of a Colorado Registered Nurse license or permit at time of appointment with permit to be used only until such as a decision on licensure is made. (Note: In certain specialty areas, specific expertise and/or experience may be required such as critical care, neonatal , pulmonary, etc.)

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/95

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 11/29/09

**REVISED BY:** Hameed Pousti

**CLASS HISTORY** 09/1995: The class was originally created.  
11/29/09: The class spec was updated and placed in to new format,  
Competencies were added.