



Career Service Authority
Nursing Clinical Coordinator

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GENERAL STATEMENT OF CLASS DUTIES

Performs supervisory functions over professional nursing and support staff in an inpatient unit, specialty clinic, or treatment program in various patient 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 in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises non-supervisory employees.

ESSENTIAL DUTIES

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for nursing and support staff in a health care setting.

Provides supervision over the assessment, planning, implementation, and evaluation of patient care in an assigned health care setting.

Assists in the management of a comprehensive improvement program to ensure that program and services meet accrediting standards for the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and other accrediting programs.

Serves as a resource in clinical situations.

Assess available resources, patient and unit needs and assigns staffing according to patient acuity.

Assists in the development and implementation of staff education and orientation, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Resolves problems encountered by the employee or patient during the course of the assigned shift.

Coordinates and participates in the development of the performance evaluation program for functions within the unit; monitors and documents performance; provides on-going feedback regarding levels of performance; and formally evaluates employees in relation to performance.

Directs, coordinates, and participates in the professional nursing care of patients within an assigned unit pursuant to the objectives and policies of the agency, the nursing process, and established nursing standards.

Assists in the development and implementation of the interview and hiring process.

Implements safety and quality improvement standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

May assist in the development and monitoring of departmental budget.

Give necessary instruction in the performance of special clinical or health procedures of in the utilization and maintenance of new equipment.

Maintains personnel productivity at acceptable levels for unit based standards.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Initiates and recommends disciplinary action for employees as necessary.

Participates in various agency and community outreach functions.

Performs full performance level professional nursing work and enhances professional growth and development through participation in educational programs, reviewing current literature, in-service meetings, workshops, and research.

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:

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

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.

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

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

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.

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.

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.

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

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

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.

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

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 ambiguity.

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.

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Knowledge of quality improvement sufficient to be able to ensure departmental compliance with the Joint Commission on the Accreditation of Healthcare Organizations and other accrediting agencies.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

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

Balancing: maintain body equilibrium to prevent falling over.
Carrying: transporting and object, usually by hand, arm, or shoulder.
Eye/hand/foot coordination: performing work through using two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Hearing: perceiving the nature of sounds by the ear.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Standing: remaining on one's feet in an upright position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Lifting: raising or lowering an object weighing up to 10 pounds.

Working Environment:

Exposure to hazardous aesthetic agents, body fluids, and wastes.
Exposure to infection from disease-bearing specimens.
Exposure to infections and contagious disease.
Exposure to patient elements.
Exposure to risk of blood borne diseases.

Exposure to unpleasant elements (accidents, injuries, and illness).
Handles emergency or crisis situations.
Contact with patients under wide variety of circumstances.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Occasional pressure due to multiple calls and inquiries.
Requires judgment/action which could result in death of patient.

Education Requirement:

Completion of a Nursing education program which satisfies the licensing requirements of the Colorado State Board of Nursing.

Experience Requirement:

Two years of professional nursing experience.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

All positions require both current CPR Certificate and completion of a Career Service Authority supervisory training course prior to completion of the probationary period. Must possess a Colorado Registered Nurse License or Permit at the time of appointment. The permit is acceptable only until the permanent Registered Nurse License decision is made.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: 11/15/2009

REVISED BY: Melissa Fisher

CLASS HISTORY 2009: The class spec was updated and placed into the new class spec format.