



Career Service Authority  
Registered Nurse

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**GENERAL STATEMENT OF CLASS DUTIES**

Utilizes the nursing process, provides entry level progressing to independently performing professional nursing practice 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 numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Assists in establishing nursing care plans, participates as a member of health care team in planning for, and provide optimal patient care.

Provides a safe, comfortable, and therapeutic environment for patients/families in accordance with practice standards.

Educates patients in the procedures and techniques for the prevention of disease and health maintenance.

Identifies changes in clinical signs and symptoms in life threatening situations and initiates appropriate measures.

Instructs patient/family regarding tests and procedures, agency policy and educates them regarding general health techniques and maintenance and preventive health care.

Evaluates outcome of patient care, consults with other professional as required and adjusts nursing care processes as necessary to ensure optimal patient care.

Provides nursing care support to patients during examinations, procedures and other processes. Assists other members of the nursing team and/or other disciplines. Administers medications.

Attends in service and continuing education programs as required, and deemed necessary to support professional development.

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 perform patient triage, order necessary tests, and provide timely disposition of patient in carrying out plan of care.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

May assist in the orientation of new staff and others.

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:***

**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):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an 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.  
Standing: Remaining on one's feet in an upright position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Walking: moving about on foot.

***Working Environment:***

Contact with patients under wide variety of circumstances  
Exposed to hazardous anesthetic agents, body fluids and wastes  
Exposed to infection from disease-bearing specimens  
Exposed to infections and contagious disease  
Exposed to risk of blood borne diseases  
Exposed to unpleasant elements (accidents, injuries and illness)  
Handles emergency or crisis situations  
May be exposed to patient elements  
Occasional pressure due to multiple calls and inquiries  
Occasionally subjected to irregular hours  
Regularly exposed to the risk of blood borne diseases  
Requires judgment/action which could result in death or patient  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

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

***Experience Requirement:***

None

***Education/Experience Equivalency:***

None

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

All positions require current CPR certification by the end of the probationary period.

Possession of a Colorado Registered Nurse license or permit at time of appointment, with permit to be used only until a decision on licensure is made.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

**ESTABLISHED DATE:** 9/16/95

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 12/6/09

**REVISED BY:** Blair Malloy

**CLASS HISTORY** 12/6/09: This class was revised, competencies and distinguishing characteristics added, and placed in new template.