



Office of Human Resources
Clinical Nurse Educator - CO1598
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs full performance professional level nursing duties and develops and implements an ongoing nursing education program for nursing staff to meet regulatory requirements and ensures that nursing staff and new hires are competent to perform their duties and responsibilities.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Essential Duties

Establishes nursing care plans and participates as a member of a health care team planning for and providing optimum patient care. Develops and implements a competency-based nursing orientation program for both novice and experienced new nursing hires and coordinates unit orientation of new nursing support staff.

Evaluates outcome of patient care, consults with other professionals as required and works with staff to adjust nursing care processes as necessary to ensure optimum patient care.

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

Gives direction or assistance to both staff and patients in planning for or delivering care to multi-problem patients and educates employees and patients in specialized knowledge, procedures and techniques. Assesses educational needs of nursing staff and writes policies on standards for specialized care, using data from nurses, patients, clinical information and relevant research.

Makes emergency assessments in critical situations and performs necessary procedures/interventions to stabilize the patient's medical/mental condition.

Acts as an educational resource to instruct nursing staff, patient and family regarding tests, procedures, and agency policy. Educates staff nurses to preceptor roles and responsibilities and mentors them regarding general health techniques, health maintenance and preventive health care.

Administers and controls medications.

Maintains or increases nursing skills and knowledge base necessary to meet patient care standards and quality improvement criteria.

Provides in-service training to nursing staff, documents the need for additional individual training, and provides input to managers about staff performance as related to clinical performance and professional development.

Participates in and assists in formulating and screening quality improvement plans.

Arranges ordered diagnostic and therapeutic services for patient. Maintains patient records and charts to ensure accurate patient medical and psychological treatment records.

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

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

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

Interpersonal Skills - Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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.

Knowledge of various narcotics and medications sufficient to be able to administer and control them.

Level of Supervision Exercised

By position, performs lead work over health care staff.

Education Requirement

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

Experience Requirement

Two (2) years of professional nursing experience.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

Requires CPR certification by the end of the probationary period, and maintained throughout employment.

Requires possession of a valid Colorado Registered Nurse's License, or permit at the time of appointment; with the intent that the permit be used only until licensure is obtained within a reasonable timeframe.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

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

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

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

Accommodation: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color vision: Ability to distinguish and identify different colors.
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that it moves away from the person.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-11
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: