

## NURSE SPECIALIST

**JOB TITLE:** Nurse Specialist

**GRADE:** 18

**JOB CODE:** 2104

**DATE:** 3/20/95

**REVISED:** 03'

**GENERAL FUNCTION:** Under direction of the nursing supervisor or other appropriate nursing professional, serves as a community resource in the coordination of services for a program area such as diabetes, school health, and tuberculosis within the local health department.

Activities consist of public education/promotion activities, consultation and technical assistance of co-workers, answering technical questions, and keeping updated and appraised.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plan, prepare, and conduct professional education programs such as, workshops, screening health fairs, for organizations and individuals.

Coordinate specific programs in the geographic area served by the Department.

Provide technical assistance and consultation to individuals and health care professionals.

Provide direct services to patients as appropriate.

Compile reports of activities and services provided within the specific program area.  
Conduct and follow up quality assurance reviews.

Monitor and evaluate program outcomes and make appropriate recommendations.

Attend local, regional, and state meetings.

Reviews program standards and policies and interprets for staff.

Interpret program policy to ensure compliance with program.

**SUPERVISION RECEIVED:** General administrative direction/supervision received from nursing supervisor.

**SUPERVISION EXERCISED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**JOB TITLE:** Nurse Specialist (Continued)

**JOB CODE:** 2104

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of professional nursing theory, procedures, and techniques.

Knowledge of resources and services available to patients.

Good knowledge of methods of assessing the type and amount of nursing services required; of the purpose and procedures of developing nursing care plans; of methods of evaluating the quality of nursing care provided and the performance of nursing staff members.

Considerable skill in the application and demonstration of clinical procedures, particularly those appropriate to the area of assignment.

Working skill in coordinating program activities with health professionals in the community and the department.

Considerable ability to supervise and evaluate the performance of subordinate nursing staff.

Ability to assess the educational needs of nursing staff.

Ability to communicate effectively with co-workers , patients and other professionals.

**Minimum Education, Training, and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university. One (1) year of experience in public health or in a professional nursing capacity that could demonstrate capability.

OR

Associates Degree or diploma with two (2) years experience in public health or in a professional nursing capacity that could demonstrate capability.

Note: Some programs require a Bachelors Degree.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**