

GENERAL STAFF NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Charge Nurse, Head Nurse or other higher level nurse or health care professional, incumbents of this class provide professional nursing care in an assigned clinic or clinical area, including but not limited to ambulatory, psychiatric, medical/surgical, critical care or long term care units within the Westchester County Department of Health or Department of Community Mental Health, or Westchester Medical Center. Incumbents are expected to provide direct nursing care by assessing patients' needs and administering treatments, preventive care regimens, medications and general care according to nursing and medical orders. Work is subject to shift assignment over a 24 hour, 7 day per week period. Supervision is not a regular responsibility of this class, however, partial supervision may be exercised over paraprofessional and ancillary staff in the delegation of some components of the nursing regimen. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Clinical:

Executes direct nursing care to patients by assessing their physical, psychological and emotional status;

Develops a plan of care which will provide a central source of information about patient's condition and necessary action to take to provide proper nursing care;

Performs comprehensive patient assessments throughout the day, noting any improvement or deterioration in the patient's condition and implements and evaluates nursing care accordingly;

Assesses patients and administers treatments, medications, and general care according to nursing and medical orders to treat actual or potential disorders and to optimize the physical and mental well being of the patients;

Evaluates and documents patients' responses to care regimen and adds to or changes nursing orders or confers with physician regarding the need to revise medical treatment;

Collaborates with appropriate members of the health team (i.e.: LPN, Nurses Aide, Attendants) to ensure quality care for patients and to maximize potential of individual staff members;

Acts as a liaison between the patient and other departments (i.e.: dietary, social services) to ensure utilization of these department in promoting the patient's well being;

Confers with patient and family, when indicated, in the overall planning of nursing care and provides up-to-date knowledge to educate patient and family about medication, and medical treatments;

Utilizes appropriate resources to assist in carrying out nursing process;

EXAMPLES OF WORK: (Illustrative Only)

Participates in discharge planning in collaboration with other health care providers and community resources to ensure full utilization of support services which address patient needs;

Participates in defining, maintaining and interpreting standards of nursing practice;

Participates in Quality Assurance activities to audit and review the level of nursing care provided to patients.

Systems Maintenance:

Provides continuity of nursing care by providing comprehensive end of shift reports to oncoming staff;

Participates with other professional team members in a multi-disciplinary approach to the nursing process;

Participates in making adjustments for changes in patient census and classification;

Utilizes appropriate channels of communication to ensure delivery of care, which is appropriate to the patient's current needs;

Advocates the patient bill of rights and advocates on behalf of patient and family to ensure continuity and understanding of care given.

Staff Development:

Maintains and enhances a current body of knowledge through participation in continuing education programs and in-service education in order to provide the most appropriate nursing care;

Acts as preceptor to newly hired nurses in order to ensure appropriate orientation to assigned units.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of application of current nursing techniques and procedures; good knowledge of the New York State Nurse Practice Act; good knowledge of acceptable nursing service lines of communication; working knowledge of Joint-Commission Accreditation of Hospitals, American Nursing Association, and New York State Health accreditation requirements; ability to make clear and accurate assessment of patient conditions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain cooperative working relationships with colleagues, patients, auxiliary health care providers, physicians; sound professional judgment; flexibility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) at time of temporary appointment, must possess a limited permit* to practice nursing, issued by the New York State Education Department**; or (b) at time of permanent appointment, possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Nurse.

SPECIAL REQUIREMENT: Certain positions require possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: The limited permit shall be void if the permittee fails the licensing examination.

**SPECIAL NOTE: A new graduate of a school of nursing registered by the New York State Education Department may receive a temporary appointment to this title for a period of 90 days immediately following graduation and pending receipt of a limited permit for which an application has been filed. Such employment, authorized by Section 6907 of the NYS Education Law, shall be performed under the supervision of a professional nurse currently registered in New York State and with the endorsement of the employing agency.

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J.C.: Non-competitive
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Job Class Code: N1008
Job Group: N01