



CLASS SPECIFICATION

Class Code: 13788
Date Est: 12/1999
Last Rev: 01/2019
Last Title Chg: 01/2019
FLSA: non-exempt
Probation: 12 months

ADVANCED PRACTICE REGISTERED NURSE – JUVENILE SERVICES

DEFINITION

Provides advanced professional nursing care which includes the delivery of primary health care, diagnoses and treatment of common medical conditions, health education and counseling; plans, coordinates, administers, reviews and evaluates nursing and related health services provided in Juvenile Services programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in nursing and sufficient advanced, specialized nursing training to qualify for the State of Nevada certification as an Advanced Practice Registered Nurse, with a subspecialty of pediatrics or family medicine.

LICENSE OR CERTIFICATE

Current licensure as a Registered Nurse in the State of Nevada is required at the time of appointment.

Licensure as an Advanced Practice Registered Nurse with the State of Nevada Board of Nursing is required within three months of date of appointment.

Licensure with the Nevada State Board of Pharmacy to prescribe is required within three months of date of appointment.

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is an advanced skill level, specialized professional nursing classification distinguished from other professional nursing classifications by requiring advanced education and special certification. This administrative, professional nursing classification oversees and performs medical evaluations and services provided to children and youth under the jurisdiction of the Juvenile Services Department. The work involves staff consultation and training; protocol development and administration; and case management to ensure quality and consistency of service.

SUPERVISION EXERCISED

Exercises direct supervision over Registered Nurses.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide training, professional advice and technical assistance to Juvenile Services support staff assigned to the Clinic in health related issues pertinent to their job duties.

Assist in planning goals, objectives and procedures for the departmental health program; provide input into the clinical services budget.

Plan and oversee specific preventive, testing, medical response, follow-up and facility and program audits.

Evaluate program effectiveness and efficiency, ensuring that programs meet legislative and regulatory requirements and professional standards; perform or arrange for quality control of functions by review of medical records, reports, referrals and other documentation.

Maintain and direct the maintenance of a variety of records and documentation of services; prepare a variety of periodic reports regarding work performed or clinical programs.

Confer with detention staff, probation officers, Nevada youth parole officers, social service workers, private medical care providers, parents or guardians and others regarding juveniles' health and care; assist in coordination of follow-up and continuing care as needed for juvenile.

Perform skilled Advanced Practice Registered Nurse care when reviewing preliminary health information on all detained juveniles, and initiate appropriate diagnostic and screening tests as necessary.

Perform client lab testing, including HIV and pregnancy testing, preparation of laboratory cultures and smears, and interpretation of normal and abnormal laboratory findings and for appropriate staff.

Conduct assessments of findings; develop diagnoses and initiate treatment within established protocols.

Refer conditions needing specialized treatments to other, appropriate health care providers.

Counsel clients regarding family planning, pregnancy, sexually transmitted diseases, HIV and other health issues.

Maintain program records and case files by setting up new medical charts; chart and graph the results of treatment and services and write progress notes for client case files; review client health/medical records, case documentation and reports, education and nursing care plans to ensure compliance with mandated protocols; compile patient/client data and prepare reports as requested.

Teach, counsel and consult with individuals and families regarding skills necessary to maintain or improve health.

Recommend, prescribe and/or dispense appropriate medications within established protocols.

Identify community resources and refer clients to appropriate agencies for needed services.

Maintain liaison with other professionals and agencies providing child/youth/family services.

Act as a preceptor for nursing students, Advanced Practice Registered Nursing students, medical students and/or residents.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Administrative principles and practices, including goal setting and program development, implementation and evaluation.

Department/division policies and procedures.

Knowledge of computer applications specific to area of assignment.

Ability to:

Develop and implement goals, objectives, policies and procedures.

Select, supervise and evaluate the performance of assigned staff.

Evaluate and coordinate medical services provided to juveniles in custody of Juvenile Services.

Provide work direction and training for other staff in health related issues.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Theory, principles, practices and protocols of providing health care and services at the level of an Advanced Practice Registered Nurse.

Ethics and laws of medical and nursing practices.

Principles and practices, current literature and trends in pediatric/adolescent health care and health care for detained youth.

Principles and practices of emergency medical response and care.

Techniques of medical assessment and evaluation of children and adolescents.

Medical record keeping and correct medical documentation.

Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in-person and over the telephone.

Ability to:

Prepare accurate, clear and concise medical documentation, reports, correspondence, records and other written materials.

Communicate effectively orally and in writing.

Use initiative and independent judgment within established policy guidelines and medical protocols.

Establish and maintain effective and collaborative working relationships with those contacted in the course of the work.

Conduct physical examinations, including pelvic examinations; observe and record symptoms and behaviors, diagnose medical problems and perform therapeutic procedures to alleviate the problems.

Collect and prepare laboratory specimens; perform and interpret screening tests.

Work independently in evaluating medical and laboratory findings and making suitable recommendations.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to use various equipment such as a computer and laboratory/health related equipment. Ability to work under conditions involving exposure to communicable diseases and chemicals. Ability to work with potentially hazardous medications and body fluids. Ability to work with exposure to difficult or abusive clients.

Must be willing and able to drive a County or personal motor vehicle in the course of work to visit other job-related facilities as needed.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.