



**Disability Services
Safety and Claims Management**
 Department of Executive Services
 Human Resources Division
 500 4th Avenue, Room 500
 Seattle, WA 98104
 (206) 477-3350
 (206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Registered Nurse		
Department:	Public Health	Division:	Community and Health Services
DOT Title:	Nurse, Staff	DOT #:	075.124-014
SVP:	7	Requestor:	Teresa Fager
Worksite Address:	14350 SE Eastgate Way Bellevue, WA 98007	Office Contact Name/ Phone/ Email:	Drucilla Van Avermaete 206-477-8126 drucilla.vanavermaete@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS	Analysis Date:	11/22/17
Update Analyst:		Update Date:	

On-Site Interview Representative

JOB DUTIES:

The Registered Nurse (RN) works in the ambulatory care setting providing health care service to individuals alone, or as part of a family, class or group. Individuals receive services because they are identified as belonging to a population at risk.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
 - Follow written and verbal directions to complete assigned tasks on schedule.
 - Read, write, and communicate in English & understand basic math.
 - Learn from directions, observations, and mistakes and apply procedures using good judgment.
 - Work independently or as part of a team and interact appropriately with others.
1. Conducts medical, dental and psychiatric screening and triage with patients over the phone and in person.
 2. Obtains and documents health history, chief complaint, vital signs, growth monitoring data, assessment data and developmental screening data. Identifies individuals with risk factors and investigates possible associated disease conditions.
 3. Refers to or consults with other health providers or resources based on assessment in order to prevent or resolve problems or concerns.
 4. Executes prescribed treatments and medical, dental and psychiatric interventions; administers prescribed medications; monitors and documents treatment progress and patient response.
 5. Documents patient assessment and intervention data in medical records using established medical record forms and documentation practices.
 6. Obtains and completes appropriate patient consent for care forms, ensures patient confidentiality, and maintains orderly medical records. Follows established Public Health medical records policies and procedures and the State and Federal laws that govern the release of health care information.
 7. Provides patient education to individuals and groups about health maintenance and management of acute and chronic conditions. Communicates facts, ideas and skills that change knowledge, attitudes, values, beliefs, behaviors and practices of individuals and families.
 8. Establishes an interpersonal relationship with individuals or families intended to increase or enhance their capacity for self-care and coping.



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9. Seeks information and generates optional solutions to perceived problems or issues through interactive problem solving with individuals.
10. Responds to emergency situations with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
11. Participates in Department emergency response trainings and drills; maintains home preparedness.
12. Participates as a member of a multidisciplinary team to facilitate teamwork, improve patient care processes and outcomes, and maintain an orderly work environment with efficient clinic flow.
13. Delegates as allowed under the Nurse Practice Act.
14. Participates and assists in the training and orientation of health care professional students and new employees.
15. Demonstrates communication skills that are clear, effective, facilitate patient care and team functioning, and are respectful of differences.
16. Establishes and maintains tracking and quality assurance/improvement systems for test reminders, abnormal laboratory tests, and other assessment, screening and monitoring data for acute and chronic illness management.
17. Provides for clinic maintenance by developing and maintaining systems that assure provision of adequate supplies as well as maintenance, repair and calibration of clinic equipment.
18. Maintains a safe clinic environment by adhering to the standards set by Occupational Safety and Health Administration and Washington Industrial Safety and Health Administration (OSHA/WISHA). Assures implementation of these standards at work; follows infection control guidelines; uses techniques of asepsis; disposes safely of biological and clinical materials; and uses appropriate personal protective equipment.
19. Provides patient care based upon these practice guidelines, community standards of care, and Federal and State laws and regulations to ensure compliance relating to scope of practice.
20. Participates in activities to evaluate and improve practices, policies, procedures, service delivery models, safety and security measures.
21. Maintains professional competence by pursuing opportunities for continuous learning, attending continuing education offerings, reading professional literature, and engaging in other activities which develop new knowledge and skills.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Knowledge of nursing process, skill in using a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation and referral
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology
- Knowledge of health care systems structure and function (primary care services, community resources and private providers), allowing for appropriate client referrals based upon patient need and program guidelines
- Knowledge of human systems (wellness, illness, growth and development, human behavior, psychosocial development, family and community systems) and alternative health care treatments
- Knowledge of prescribed treatments and medical interventions, monitoring and documentation of a patient's treatment progress and response, and indications for referral to providers
- Knowledge of Washington State law (WAC 18.79) relating to nursing care, federal health care regulations, Nurse Practice guidelines, Patient Bill of Rights, and clinical practice guidelines for patient care; understanding of community standards



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- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment. Familiarity with the systems required to maintain the supplies; ability to repair and calibrate clinic equipment
- Knowledge of adult learning and health education techniques and principles including reproductive health education, related services information, option counseling and emergency contraception services
- Knowledge and skill in time management, problem solving, multiple tasking, prioritizing, crisis intervention and medical care coordination
- Knowledge of the leadership skills required to delegate tasks and coordinate the patient care team effort to provide efficient clinic flow
- Knowledge of research techniques and principals as well as quality assurance/improvement systems
- Skill in the application of OSHA/WISHA standards
- Skill in communications (oral/written)
- Skill in using information management systems
- Skill in initiating appropriate crisis interventions and emergency response
- Skill in maintaining working relationships and working with diverse populations and cultures; ability to engage clients in a care plan
- Knowledge and skill in patient triage, both in person and on the phone
- Skill in working collaboratively with multidisciplinary teams to improve patient outcomes
- Skill in the ability to provide option counseling and referral for terminations

NECESSARY SPECIAL QUALIFICATIONS:

Requires current Washington State Registered Nurse license

Requires the completion of training from a National League of Nursing accredited school of nursing, or the equivalent. BSN preferred.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, phone, syringes, blood pressure cuff, pen/pencil and immunization supplies (alcohol pads, band aids, cotton pads etc.).

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Work Pattern (continued)

This job is considered MEDIUM by the US Department of Labor, but adjusted to SEDENTARY for this position.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-5				Up to 1 min./time, 15 min. total while manipulating boxes of immunizations (1 lb.), blood pressure cuff (1 lb.) *Rarely may add a ream of paper to the copy machine or printer (5 lbs.).
Lifting waist–shoulder		1-5				Up to 1 min./time, 15 min. total while manipulating boxes of immunizations (1 lb.), blood pressure cuff (1 lb.) *Rarely may add a ream of paper to the copy machine or printer (5 lbs.).
Lifting above shoulder		1-2				Up to 10 sec./time, 1 min. total while manipulating boxes of syringes and immunization supplies (alcohol pads, band aids, cotton pads etc.).
Carry (Distance/Surface)		1-2				Up to 1 min./time, 5 min. total while moving boxes of syringes and immunization supplies (alcohol pads, band aids, cotton pads etc.).
Pushing/Pulling (Distance/Surface)		1-6				Up to 10 sec./time, 5 min total while opening doors and drawers.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	Up to 45 min./time, 6 hrs. total, on an office chair, while performing computer and triage duties.
Standing		X				Up to 1 min./time, 30 min. total while conversing with coworkers, providers and patients.
Walking		X				Up to 150'/time, on flat linoleum/carpeted surfaces, 45 min. total while traversing within the clinic.
Perform Work on Ladders	X					
Climbing	X					
Balancing	X					
Stooping / Bending		X*				Up to 30 sec./time, 5 min. total while administering immunizations, taking vitals and obtaining objects from low shelves and drawers. *Once per moth the employee stocks immunizations which requires bending up to 30 sec./time, 20 min total in a shift. Can alternate with squat/kneel as needed.
Twisting at Neck	X					
Twisting at Waist	X					
Squatting / Kneeling		X*				Up to 30 sec./time, 5 min. total while administering immunizations, taking vitals and obtaining objects from low shelves and drawers. *Can alternate with bend/stoop as needed.



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	N	S	O	F	C	
Crawling	X					
Reach waist to shoulder		X				Up to 1 min./time, 30 min. total while taking vitals, using a two way radio, administering immunizations and stocking immunizations.
Reach above shoulder		X				Up to 1 min./time, 10 min. total while accessing objects and supplies on upper shelves and in cabinets.
Reach below waist		X				Up to 1 min./time, 10 min. total while taking vitals, administering immunizations, stocking immunizations and accessing items on lower shelves.
Keyboarding				X		Up to 5 min./time, 4 hrs. total while performing triage and computer duties.
Wrist Flexion/Extension		X				Up to 1 min./time, 10 min. total while taking vitals and administering immunizations.
Handle/Grasp						Up to 1 min./time, 10 min. total while taking vitals and administering immunizations.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while performing computer duties, taking vitals, writing, stocking immunizations and administering immunizations.
Hand Controls				X		Up to 1 min./time, 3 hrs. total while completing vitals and using a computer mouse.
Foot Controls	X					
Repetitive Motion	X					Body Part: <input type="text"/> Cycles/hr: <input type="text"/>
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking			X			Up to 10 min./time, 2.5 hrs. total while performing triage duties (patients on the phone) as well as when conversing with coworkers, patients and providers.
Hearing					X	Up to 2.5 hrs./time, 8 hrs. total while working in a public health clinic that has patients that may have behavioral or mental health issues. Listens for telephone, coworkers and patients.
Visual – Near Acuity					X	Computer screen.
Visual – Far Acuity		X				Persons within clinic.
Visual – Depth Perception		X				Administering immunizations.
Visual – Color Discrimination		X				Stocking immunizations.
Visual – Accommodation	X					
Visual – Field of Vision		X				Interacting with patients.
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					



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	N	S	O	F	C	
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:		X				Employee is exposed to biohazards when administering injections with hypodermic needles or changing a bandage.

Analyst's Comments:

Possible Employer Modifications:

Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Update (if applicable):

Kyle Pletz, VRC, CDMS

12/13/17

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent basis or temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician