

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: _____

JOB TITLE: Registered Nurse

DEPARTMENT: Public Health, TB Clinic

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Works in the ambulatory care setting provides 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.

WORK ENVIRONMENT: Clinic

ESSENTIAL FUNCTIONS: Conducts medical, dental and psychiatric screening and triage with patients over the phone and in person. 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. Refers to or consults with other health providers or resources based on assessment in order to prevent or resolve problems or concerns. Executes prescribed treatments and medical, dental and psychiatric interventions, administers prescribed medications, monitors and documents treatment progress and patient response. Documents patient assessment and intervention data in medical records using established medical record forms and documentation practices. 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. 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 and procedures. Establishes an interpersonal relationship with individuals or families intended to increase or enhance their capacity for self-care and coping. Seeks information and generates optional solutions to perceived problems or issues through interactive problem solving with individuals. 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. Participates in Department emergency response trainings and drills; maintains home preparedness. 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. Delegates as allowed under the Nurse Practice Act. Participates and assists in the training and orientation of health care professional students and new employees. Demonstrates communication skills that are clear, effective, facilitate patient care and team functioning, and are respectful of differences. 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.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level _____
- Bloodborne Pathogens

Special Requirements:

- CDL
- Respirator use

*** Continued on next page.

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. 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. Provides patient care based upon these practice guidelines, community standards of care, and Federal and State laws and regulations to ensure compliance with standards, laws, regulations, policies and procedures relating to scope of practice. Participates in activities to evaluate and improve practices, policies, procedures, service delivery models, safety and security measures. 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.

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date