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## Auburn University Job Description

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|--------------|-----------------------|-----------|------------------------------|
| Job Title:   | <b>Clinical Nurse</b> | Level I   | Grade 29 \$25,000 - \$41,700 |
| Job Code:    | <b>EH06</b>           | Level II  | Grade 30 \$28,000 - \$46,700 |
| FLSA status: | Non-exempt            | Level III | Grade 33 \$39,300 - \$65,500 |
|              |                       | Level IV  | Grade 34 \$45,100 - \$75,100 |

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### Job Summary

Provides professional nursing support and direct patient care following established standards and practices.

### Essential Functions

1. Prepares patients for examinations and treatments and collects objective and subjective assessment data in preparation for the patients exam.
2. Serves as a productive member of the interdisciplinary care team providing input into care decisions.
3. Provides direct patient care such as administration of medications and immunizations, venipuncture, health screenings, vital signs, conducting tests and other patient care activities.
4. Documents patient care provided and follows all regulatory guidelines.
5. Communicates test results to patients under the direction of the primary care practitioner.
6. Coordinates medical care with other providers when patients are referred to other providers.
7. Prepares and maintains clinical supplies and equipment.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

| Level | Responsibility   | Knowledge   | Education and Experience*   |
|-------|--|---|---|
| I     | Performs a variety of related and recurring assignments.   | Knowledge of processes, methods and procedures associated with a limited range of nursing problems.   | Associates degree or equivalent in a technical or scientific field related to area of assignment. *   |
| II    | Duties and tasks are varied. Resolves routine questions and refers complex issues to higher levels.  | Works under limited supervision. Communicates with others to exchange routine information.  | Associates degree or equivalent in a technical or scientific field related to area of assignment and two years of experience at the preceding level or equivalent. *  |
| III   | Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.   | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.  | Associates degree or equivalent in a technical or scientific field related to area of assignment. Must be licensed as a Registered Nurse for this level. *  |
| IV    | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Associates degree or equivalent in a technical or scientific field related to area of assignment and two years of experience at the preceding level or equivalent. Must be licensed as a Registered Nurse for this level. * |

\* LPN's are eligible for level I and II only. RN's are eligible for level III and IV only.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Associates degree or equivalent in a technical or scientific field related to area of assignment. \*
- Level II** Associates degree or equivalent in a technical or scientific field related to area of assignment and two years of experience at the preceding level or equivalent. \*
- Level III** Associates degree or equivalent in a technical or scientific field related to area of assignment. Must be licensed as a Registered Nurse for this level. \*
- Level IV** Associates degree or equivalent in a technical or scientific field related to area of assignment and two years of experience at the preceding level or equivalent. Must be licensed as a Registered Nurse for this level. \*

\* LPN's are eligible for level I and II only. RN's are eligible for level III and IV only.

#### Focus of Education

Coursework in Nursing ( LPN or RN)

#### Focus of Experience

Experience in nursing practices

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Certification or Licensure Requirements:

Valid Alabama Nursing License

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

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Date: 4/4/2013



