

TESTING ACCOMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in section 13 of the application form.

APPLICATION AND/OR EXAMINATION APPEALS RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within seven days after the results are mailed.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Establish and maintain effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, color, national origin, ancestry, political affiliation, sex, sexual orientation, religion, marital status, age (over 40), pregnancy related condition, medical condition (cancer related), physical (including AIDS) or mental disability.
- Maintain confidential information according to the legal standards and/or County regulations as required.

NOTES

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies Manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.



Staff Nurse II

*Clinical Staff Nurse &
Utilization Review Nurse*

Health Services Agency



Salary: \$29.32 - \$35.65 Hourly

Continuous Recruitment

TO APPLY

Applications may be submitted online@ www.stanjobs.org

STANISLAUS COUNTY PERSONNEL

1010 10th Street, Suite 2300

Modesto, CA 95354

County Personnel:

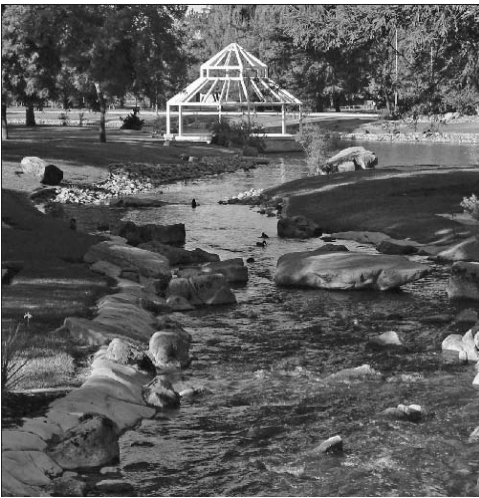
209-525-6341

County Job Line:

209-525-4339

Web Page:

www.stanjobs.org



OUR COMMUNITY

Located in the heart of California's Central Valley, Stanislaus County is blessed with mild weather year-round and a strong agricultural economy.

With a population exceeding 500,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles.

Modesto, the largest city and seat of Stanislaus County, offers the diversity and facilities of a metropolitan city while maintaining an atmosphere of old-fashioned hospitality.

West of the Valley and over the coastal mountains lies the San Francisco Bay Area, a 90-minute drive from Modesto. Eastward are the foothills of the famed Mother Lode gold country that leads to the majestic Sierra Nevada mountain range, Yosemite National Park, and Lake Tahoe.

Stanislaus County is home to California State University, Stanislaus and Modesto Junior College. Stanislaus County is a general law County established in 1854, governed by a five-member Board of Supervisors with assistance from the County Chief Executive Officer, elected officials and appointed department heads.

Stanislaus County has a current year total budget of \$996 million and 4,385 full-time positions within 26 agencies and departments.

ABOUT THE DEPARTMENT

The Health Services Agency (HSA) is a network of outpatient medical programs and services located in and operated by Stanislaus County. HSA includes medical offices in six locations throughout the County; Community Health Services offers traditional public health services; a Family Practice physician residency program in partnership with Doctors Medical Center; and health education programs.

HSA holds strong to its vision of "leading the way to a healthy community" by developing its services with the community, in ways that support community need.

JOB TASK ANALYSIS

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at www.co.stanislaus.ca.us/riskmgt under "Disability Management."

STANISLAUS COUNTY JOB TASK ANALYSIS SUMMARY **STAFF NURSE II**

Functional Activities	Maximum Requirements
Push	25 pounds
Pull	25 pounds
Stand Up Lift	25 pounds
Level Lift	25 pounds
Weight Carry	10 pounds
Overhead Lift/Pull Down	5 pounds
Overhead Reach	Seldom
Forward Reach	Frequent
Stoop	Seldom
Squat	Not Required
Forward Bend	Frequent
Twist	Occasional
Turn	Occasional
Kneel	Not Required
Crawl	Not Required
Stair Climb	Seldom
Ladder Climb	Not Required
Walk	Frequent
Sit	Occasional
Stand	Frequent
Balance	Continuous
Hand Control	Not Required
Foot Control	Not Required
Simple Grasp	Frequent
Firm Grasp	Occasional
Fine Manipulation	Frequent
Eye/Hand Coordinator	Frequent
Cervical Range of Motion	Frequent

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Registered Nurses bargaining unit for labor relations purposes.

Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months. The probationary period does not apply to unclassified positions.

EMPLOYEE BENEFIT PACKAGE:

Retirement

- Defined benefit retirement plan (1937 Act Retirement System)
- Participates in Social Security system

Annual Leave Program

- 80 hours vacation accrual starting year one
- 16 additional vacation "floating" hours per year
- 96 hours sick leave
- 10 paid holidays

Insurance Program

- Health - Choice of three health plans with at least one fully paid plan for employee and dependents
- Dental/Vision - annual flexible spending allowance to purchase dental, vision and supplemental life insurance
- \$10,000 of basic life insurance; supplemental insurance available

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to apply for positions.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications are to be completed and returned no later than 5:00 p.m. on the final filing date to Stanislaus County Personnel Department, 1010 10th Street, Suite 2300, Modesto, CA 95354.

Make your application as complete as possible so a full and realistic appraisal may be made of your qualifications. Applicants are invited to submit a brief resume outlining paid or not-paid experience relevant to the position. **Resumes will not be accepted in lieu of a completed application.** Postmarks will not be accepted.

ABOUT THE POSITION

In one of our Agency's six clinics, a clinical staff nurse will provide professional nursing care and treatment for patients in an ambulatory setting. Clinics are located in Ceres, Hughson, Turlock, Paradise Road in Modesto and Woodrow Avenue in Modesto. The Urgent Care Center is currently located on Scenic Drive but will be relocated to Paradise on May 5, 2008. All clinics are open 8:00 am to 5:00 pm and some evenings, Monday through Friday, except Urgent Care which operates 5:30 am to 9:30 pm on weekdays and ten a.m. to 6 p.m. on weekends and holidays.

The utilization review nurse position monitors caseloads to insure compliance with quality assessment and regulatory timelines. This nurse case manager monitors weekly/monthly reports to facilitate high quality cost effective medically necessary care for Medically Indigent Adults. This position is subject to overtime, standby, callback, shift work, weekend, and holiday assignments and performs related duties as assigned.

TYPICAL TASKS

Clinical:

- Observes and assesses the patient's condition and assists the physician with treatments, dressings, medical tests, physical examinations of patients and plans for the continuity of patient care following discharge;
- Administers and accurately charts all medications and narcotics ordered by the physician, takes note of appropriate dosage and/or side effects; and insures proper safeguards of all controlled drugs by recording and counting those maintained in the nursing area;
- Administers routine and specialized treatments and applies surgical, burn dressings and bandages to patients;
- Records blood pressure, respiration, temperature and pulse rates;
- Initiates and properly maintains intravenous therapy, and independently initiates cardiopulmonary resuscitation measures as necessary;
- Discusses the patient's condition, progress, continuity and medical care plans with the nursing staff;
- Assists with the direction, training, supervision and evaluation of Licensed Vocational Nurses, Medical Assistants, and other appropriate personnel;
- Provides clinical services, draws blood, gives injections, and obtains laboratory specimens;

TYPICAL TASKS - Continued

- Obtains names of communicable disease contacts and makes referrals for tests and medical care according to current policy;
- Teaches patients and families about preventable health measures, such as nutrition, immunization, accident prevention and family planning;
- Reviews day to day case management of both inpatient and outpatient cases
- Ensures that discharge planning is conducted in a timely manner
- Reviews outpatient referrals meeting criteria and making case presentations on referrals that do not meet criteria for approval by medical consultant
- Coordinates member service, utilization, access, and concurrent review to ensure cost effective utilization of health care services;
- Coordinate cases that involve co-morbid conditions and need to be part of the case management/disease management track
- Works with providers to establish short and long term health care goals
- Communicates care plan objectives utilizing community resources to individuals, departments, and providers identified as having a role in the patient's care
- Identifies and coordinates patients with potential for high risk complications
- Evaluates the beneficiary against level of care criteria and demonstrates knowledge of utilization
- Maintains case management records according to policy
- Interfacing with primary care physicians, specialty care physicians
- Use and effects of medicine, narcotics and hospital or clinic supplies, equipment; and
- Patient's disease process including communicable diseases, symptoms and treatments.
- Interqual Criteria

MINIMUM QUALIFICATIONS

Ability to:

- Perform in stressful and crisis situations, interpret policies and procedures and apply them with good judgment;
- Administer treatments, medications and narcotics to patients under physician's orders;
- Learn and operate equipment in the nursing unit or clinic setting;
- Use medical instruments such as thermometers, stethoscope and blood pressure devices;
- Follow complex oral and written directions and prepare clear and concise written reports including documentation in the medical records;

Knowledge of:

- Case Management principles, methods and procedures;
- Medical terminology, modern nursing principles, methods and procedures;

Education/Experience/License

- Current license to practice as a Registered Nurse in the State of California, **AND**
- Two (2) years experience in a hospital/outpatient setting.