

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CLINICAL NURSE SPECIALIST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional assignments to develop, implement, and maintain a comprehensive health care delivery system for patients of state facilities, or provide clinical assessments of care provided to technology dependent children.

There are three classifications in this job.

Position Code Title – Clinical Nurse Specialist-E

Clinical Nurse Specialist 10

This is the intermediate level. The employee performs an expanding range of professional clinical nurse specialist assignments in a developing capacity.

Clinical Nurse Specialist P11

This is the experienced level. The employee performs a full range of professional clinical nurse specialist assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Clinical Nurse Specialist-A

Clinical Nurse Specialist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures of nursing care.

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Makes decisions within the area of nursing care and in accordance with established treatment measures.

Provides expert patient assessment and formulates nursing diagnosis through such means as observation, inspection, palpation, auscultation, review of available records, and conducting interviews. Collaborates with the interdisciplinary team to establish database.

Determines necessary data gathering for appropriate management and treatment of patients.

Advocates for the rights of patients.

Plans, evaluates, and modifies treatment programs based on data obtained through observation, interviews, and analysis of patient's records.

Provides primary clinical therapy and treatment to individual and groups of patient(s).

Provides such services as psychotherapy, behavior therapy, family therapy, group therapy, marital therapy, or other recognized therapeutic treatments determined necessary for the patient's condition.

Establishes nursing care objectives and priorities based on the assessment of patient's needs in relation to long and short-term treatment goals; involves and directs nursing care personnel in the administration of individual clinical therapy into the total-treatment milieu.

Participates in planning nursing aspects of both new and on-going programs, and develops and/or expands patient treatment programs in conjunction with medical staff and other treatment staff.

Coordinates ward milieu programs.

Consults with head nurse and other medical professionals on milieu treatment issues and nursing care planning.

Serves as a resource person to community nurses, medical staff, and other related professional staff in the provision of patient treatment plans in various settings, such as hospitals, homes, clinics, etc.

Participates, within the area of specialty, in the development of the philosophy, goals, purposes, policies, and procedures of the facility's nursing service.

Serves as nurse coordinator and instructor for training programs in treatment methods (group therapy, transactional analysis, family therapy, sex therapy, etc.) for hospital staff and psychiatric nurses from general hospitals in the area and from community mental health centers.

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Participates in nursing in-service education, orientation, and patient education programs; contributes to interdisciplinary education and provides learning experiences for professional nurse students.

Provides information resources to other facility staff in a specific clinical nursing specialty.

Participates in various committees to improve the quality of nursing care.

Participates in the collection and preparation of reports on patient care activities.

Participates in research projects and in the preparation of articles for publication.

Conducts nursing audits and takes part in quality assurance programs.

Maintains current knowledge of nursing care practices, and informs nursing staff of changes.

Assumes responsibility under the Director of Nursing or designee as a resource for staff involved in a specific research team or program, and for conducting clinical nursing research studies.

Participates in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures in research and in nursing.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Clinical Nurse Specialist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Clinical Nurse Specialist 12 (Senior Worker)

Performs on a regular basis professional clinical nurse specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of general nursing principles and practices.

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Knowledge of specialized techniques of nursing.

Knowledge of the natural sciences, i.e., anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology.

Knowledge of laboratory medicine.

Knowledge of developmental and behavioral psychology.

Knowledge of patient assessment and evaluation methods.

Knowledge of clinical medicine.

Knowledge of individual and group clinical therapy techniques.

Knowledge of patient rights.

Ability to assess the physical and psychosocial health/illness condition of patients.

Ability to develop a therapeutic relationship with patients.

Ability to relate and interpret medical data.

Ability to identify normal and abnormal findings and initiate appropriate follow-up.

Ability to serve as a member of a team.

Ability to provide direction and leadership to others.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to relate effectively with patients, visitors, medical and ancillary staff, and administrative personnel.

Additional Knowledge, Skills, and Abilities

Clinical Nurse Specialist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to be exposed to diseases and illnesses.

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Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to handle the physical demands of the work including lifting and restraining patients.

Education

Possession of a master's degree in nursing or a clinical nursing specialty (pediatrics, psychiatry or medical/surgical).

Experience

Clinical Nurse Specialist 10

No specific type or amount is required.

Clinical Nurse Specialist P11

One year of professional, post-master's degree, clinical nursing experience equivalent to a Clinical Nurse Specialist 10.

Clinical Nurse Specialist 12

Two years of professional, post-master's degree, clinical nursing experience, including one year equivalent to a Clinical Nurse Specialist P11.

Special Requirements, Licenses, and Certifications

Michigan licensure as a registered nurse.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
CLNNRSSPL

Job Code Description
Clinical Nurse Specialist

Position Title
Clinical Nurse Specialist-E
Clinical Nurse Specialist-A

Position Code
CLNRSPL
CLNRSPLA

Pay Schedule
W22-025
W22-027