

# Classification Specification: Nurse Specialist

Classification Number: 65581 Pay Grade: \_\_\_\_\_  
Effective Date: 9/27/2013 Current Exemption Status: Nonexempt

## Position Summary

Evaluates and triages patients. Provides patient care, including assisting in minor procedures, ordering lab work and administering injections and medications. Follows up on insurance pre-authorizations and answers patient questions.

## Essential/Primary Duties

- Provides patient care for patients. Evaluates and triages patients who come to clinic without appointments for referral to the emergency room, urgent care or an appointment at a later time. Orders lab work for evaluations.
- Assists medical providers with minor surgeries and other procedures.
- Completes forms for providers, insurance pre-authorizations for medications or X-ray procedures or referrals to outside providers.
- Administers immunizations, allergy injections, medications and intravenous (IV) therapy. Staffs flu clinic.
- Evaluates and manages patients for psychiatric appointments. Assesses the needs of patients with mental health concerns and referral to counseling center or the link for hospitalization. Meets with the counseling center to discuss current mental health therapies and at risk issues.
- Answers phone calls and makes follow up calls regarding diagnostic testing. Schedules medical providers and other care givers. Provides nursing advice and consultation to patients via phone calls.
- Teaches CPR classes.

## Experience and Education

### Experience

- Two years related experience required

### Education

- Associates degree in related field required

### Licenses/Certifications/Other

- Licensure from the State of Ohio to practice nursing  
CPR certification required

## Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

## Working Conditions

Work is performed in an environment with extremely disagreeable or hazardous working conditions with exposure to any number of elements and hazards on a continual basis.

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## Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printer and/or tape and disk drives
- Knowledge of basic science and scientific methods
- Competent in all nursing skills
- Ability to maintain confidentiality of patient health records

## Supervisory Responsibility

**Full-Time**  
None

**Part-Time**  
None

## Providing Direction

**Full-Time**  
None

**Part-Time**  
None

## Responsibility for Student Workers

None