

# JOB DESCRIPTION / PERFORMANCE APPRAISAL

**Job Code:** 609

**Date:** November 13, 1997  
January 1, 2001; November 24,  
2003

**Revised:**

**Job Title:** Clinical Specialist

**Department:** Breast Health Resource Center

**FLSA Status:** Exempt

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### Clinical Contacts Served (required for all clinical contact positions):

- Does not apply to this position
- All age groups (birth and above)       Pediatric (1 mo – 12 yrs)       Adult (18 yrs to 65 yrs)
- Neonate (birth to 1 mo)       Adolescent (13 yrs - 18 yrs)       Geriatric (65 & above)

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### JOB SUMMARY:

The Clinical Specialist is responsible for direct patient service, clinical consultation to patients and staff, and continuing education within the Division of Patient Care Services and for multidisciplinary staff. This is achieved through demonstration of advanced clinical nursing skills, knowledge of standards of practice, and the incorporation of nursing research into nursing practice. The incumbent performs duties and tasks in accordance with performance standards established for the job. The incumbent is responsible for participation in and completion of all patient safety initiatives appropriate to the position. In addition, the incumbent conducts all job responsibilities according to the Mission and Values of this hospital.

### JOB RELATIONSHIP:

Position reports to: Office Manager

Position(s) supervised: None

### MINIMUM QUALIFICATIONS:

Current license to practice as a Registered Nurse in the State of Maine. Healthcare Provider/Professional Rescuer certification is required. Master's degree in nursing is required. Five (5) years clinical experience, three (3) of which must have been in specialty practice. Post-master's degree experience desirable. ANCC certification or equivalent required. Evidence of effective communication skills.

### BASE PHYSICAL REQUIREMENTS:

Code: N = Never      O = Occasionally (<20%)      F = Frequently (20% to 80%)      C = Constantly (>80%)

### Exposure to Adverse Working Conditions:

Noise, Noxious Odors, Temperature..... F      Hazardous Materials ..... F  
Potentially Threatening Abusive Clients..... F      Communicable Diseases ..... F

### Physical Conditions:

Close Eye Work (computers, typing, reading, writing) ..... F  
Sedentary (continuous sitting)..... O  
Light Work (standing, walking, lifting < 15 pounds)..... F  
Moderate Work (lifting, 15-30 pounds, prolonged use of small hand instruments)..... F  
Moderately Heavy Work (lifting, moving, loading 31-50 pounds)..... O  
Heavy/Hard Work (above average strength and stamina, lifting > 51 pounds) ..... O

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## JOB SPECIFIC COMPETENCIES CLINICAL SPECIALIST

### PRINCIPAL RESPONSIBILITIES:

#### Age Specific Performance (Required for all Patient Contact positions)

Demonstrates knowledge, skills, and abilities necessary to provide care to the age groups served.

- a) Knowledge of normal growth and development.
- b) Ability to assess, provide, and interpret age-related data.
- c) Ability to perform age-specific treatments.
- d) Ability to interpret age-specific response to treatment.
- e) Ability to use age-appropriate communication.
- f) Knowledge of age-specific community resources.

**Supporting Statements regarding how the responsibility was observed or measured:**

Needs Improvement       Competent       Exceeds       Outstanding

#### Job Specific Performance

##### 1. Clinical Practice:

- Collaborates with members of the healthcare team.
- Assists nurse managers and staff in utilizing quality outcome data to improve the patient care process.
- Assesses, plans and exercises those aspects of care for patients/families both as individuals and as an aggregate that require his/her skill, specialized knowledge and expertise.
- Evaluates clinical outcomes within the patient care delivery model.
- Provides direct patient care when highly complex needs/systems/skills require clinical nurse specialist, taking into account patient's special physical, psychosocial, spiritual and age-related needs.
- Acts as a role model and mentor for other advanced practice nurses, nursing staff, students and members of the multidisciplinary team.
- Leads initiatives to change the structure, system, talent mix, or processes of the organization to more efficiently support the process of care.
- Actively participates in and leads implementation of new initiatives.
- Conducts and participates in "rounds and care conference".

**Supporting Statements regarding how the responsibility was observed or measured:**

Needs Improvement       Competent       Exceeds       Outstanding

##### 2. Education:

- Assesses learning needs of nursing staff and patient/family learning needs as they relate to specialty nursing area.
- Leads initiatives designed to meet assessed learning needs.
- Plans, implements, evaluates curriculum based on identified learning objectives.
- Contributes to division/unit QI efforts relevant to both educational impact in clinical practice and patient care outcomes.
- Monitors and evaluates the progress of new orientees.
- Participates in and/or develops unit based orientation programs.
- Collaborates with Clinical Nurse Educator.

**Supporting Statements regarding how the responsibility was observed or measured:**

Needs Improvement       Competent       Exceeds       Outstanding

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### 3. Clinical Consultant:

- Participates in the development and review of standards of care, policies and procedures relevant to the area of specialty.
- Provides clinical leadership and participates in the process of program and system development for the management of specific patient populations along the continuum of care.
- Participates in variance analysis and development of a multidisciplinary QI plan.
- Provides direct patient consultation for highly complex patient care situations.
- Consults with health care providers concerning the delivery of care, which enhances desired patient care outcomes.
- Formulates guidelines and recommendations for nursing interventions in collaboration with nurses and other members of the multidisciplinary team.
- Provides consultation to other disciplines as needed to support patient care services.
- Consults and acts as a liaison within \_\_\_\_\_ System and to other community services for educational and development needs.
- Facilitates the growth of interpersonal skills of staff and conflict resolution.

**Supporting Statements regarding how the responsibility was observed or measured:**

Needs Improvement       Competent       Exceeds       Outstanding

### 4. Research:

- Investigates clinical problems and incorporates appropriate research findings as a basis for directing change in patient outcomes and systems that deliver care.
- Keeps self and multidisciplinary team informed of current research findings related to the specialty practice.
- Participates in establishing criteria for outcomes management utilizing appropriate research findings.
- Participates in and conducts clinical outcomes research.

**Supporting Statements regarding how the responsibility was observed or measured:**

Needs Improvement       Competent       Exceeds       Outstanding

