



Job Title	Registered Nurse Specialist I, II	Job Code	HS0145, HS0146, HS0148
Pay Plan	USPS	Pay Grade	16, 17
Union	Non-Union	FLSA Status	Exempt/Non-Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Clinical Care

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Clinical Care Professionals provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

Job Summary

Provides patient care, assessment, treatment, and education.

Representative Duties

• **Patient Care**

- Provides initial nursing assessment and assists providers with exams, treatments, and procedures
- Administers medications and performs diagnostic tests as directed
- Documents patient care in electronic health records
- Prepares equipment and aids physicians/providers during treatment of patient

• **Supervision Exercised – Note: Registered Nurse Specialist II**

- Serves as clinical triage resource for the office via phone and in office encounters
- Provides direction to clinical staff within specialty service lines

• **Patient Education**

- Counsels students in self care, prevention, treatment, and follow-up
- Provides education about and administers vaccines
- Answers questions or concerns for patients
- May educate international travelers on requirements for individual countries

• **Examination Room Maintenance**

- Maintains cleanliness of exam rooms
- Ensures cabinets are adequately stocked with supplies, equipment, and brochures
- Oversees medical supply storage, handling, and rotation

• **Meetings and Education**

- Attends staff meetings, participates in in-service offerings and continuing education
- May assist with orientation and training of new clinical support staff
- Adheres to HIPPA (Health Information Privacy Protection Act) guidelines and education

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	CPR/AED Certification	
Licensure(s)	Registered Nurse Professional	
Work Experience		
See Level Addendum below		
Additional Requirements		
Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.		

Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.