

HEALTH SERVICES COORDINATOR - 154

DEFINITION OF WORK

Under regular supervision, performs difficult professional work in providing health care for all City employees; does related work as required.

EXAMPLES OF WORK

Supervises and conducts basic pre-employment screening of employees; develops employee health histories on employees including height, weight, temperature, pulse, respiration, blood pressure, vision, allergies, chronic health problems, drug abuse and other pertinent information regarding employee's physical and emotional condition; authorizes and administers medication, giving injections and treatments, changes dressing and provides other nursing services from doctor's instruction; supervises and participates in keeping patients' records; evaluates on-the-job injuries and refers employees to hospital emergency room if necessary; conducts mass immunization programs and provides health counseling to employees; maintains inventory of supplies and prescription drugs; provides copies of the physical examination to authorized persons on request; maintains daily log of patients seen; prepares reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in nursing and considerable experience in professional health care.

Knowledge, Skills and Abilities: Thorough knowledge of the principles, standards, practices and techniques of professional nursing; thorough knowledge of the dangers inherent in and the precautions to be taken in the use of narcotic and other medication; thorough knowledge of the rules, regulations, procedures and policies pertaining to nursing services of the City; ability to accurately maintain patient medical records and prepare reports, ability to assign and supervise the work of non-professional personnel and to instruct them in practices and techniques; ability to establish and maintain effective relationships with patients, physicians and others contacted in the course of work.

SPECIAL REQUIREMENTS

Possession of a license as a Nurse Practitioner or Physician Assistant as issued by the Board of North Carolina Examiners.

