

III. KNOWLEDGE, SKILL AND ABILITY:

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Ability to anticipate area needs, plans and organizes.
ability to maintain age-specific life support training/certifications as required by Outpatient Department policy.

(B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

1. Decision - making judgement skills
2. Oral and written communication skill - individual and group.
3. Nursing Practice - analytical skills.
4. Long range planning.

IV. DECISION-MAKING/PROBLEM-SOLVING:

(A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

1. Organization of area on a daily basis. This is essential to handle high patient census. Decisions affect patient care and can cause delays or improper patient care.
2. Personnel issues - includes hiring, corrective actions, continuing education, If not done well, patient care is compromised.

(B) Using the decisions/problems described above, identify how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

Decisions are reached independently and are reviewed by the OPD Manager.

V. RESPONSIBILITY FOR CONTACTS:

Indicate the types of jobs or persons with which this job typically requires regular contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

	Job or Persons Contacted	Purpose of Contact	Frequency in Normal Duties
1.	Physicians	Plan patient care	Frequent
2.	Patients/Families	Assess quality of care	Frequent
3.	Ancillary Staff	Coordinating Patient care	Frequent

VI. MANAGEMENT SPAN AND CONTROL:

Does this job supervise others? Yes No

Position Title	Number of Employees
Registered Nurses	1 - 10
LPNs	1 - 2
CNAs	1 - 4
Clerical support staff	1-6