

# **Cornell University Staff Compensation Program Generic Job Profile Summaries**

#### **Compensation Services**

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## **Health Job Family: Staff Nurse Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA

### **GENERIC JOB PROFILE SUMMARIES**

Staff Nurse INDIVIDUAL CONTRIBUTOR	Nurse Supervisor MANAGEMENT	Nurse Director MANAGEMENT
Act as liaison to clinicians and /or other Center services; refer complex patient concerns and workflow issues to Nursing Supervisor.	Partner with Nurse Director to manage patient flow and scheduling including communication and identification of concerns and problem solving, distribution of patients to appropriate providers; assign job responsibilities and act as liaison between clinical staff and nursing staff.	Direct the department of Nursing & Clinical Support Services, set policy, goals, objectives, and organizational structures to provide patient care and community health in alignment with strategic vision and partnership with organizational leadership.
Perform triage under protocol; assess patient's needs; independently perform nursing procedures; make notes in chart; provide patient counseling.	Perform triage; screen, assess, and provide nursing treatment for patients as needed; determine level of care and priority required; independently perform nursing procedures; provide telephone advice and health information as needed.	Direct Nursing Care and clinical administrative support services ensuring efficient and effective care management and referral management processes; when needs arise the Director occasionally performs front line duties.
Order laboratory radiology through medical information system and inform patients of test results.	Collaborate with Clinical staff to determine needed laboratory tests and communicate the results, when needed.	Partner with senior leadership on direction of day-to-day clinical operations.
Dispense prescriptive medications; administer medication, vaccines and immunizations as ordered; assist in special immunization clinics.	Oversee distribution of prescriptive medications; administer medication and vaccines as ordered; coordinate special immunization clinics.	Ensure appropriate regulatory-compliant nursing and support for general clinic operations on multiple medical and mental health outpatient units and for major clinical specialty programs.

Staff Nurse INDIVIDUAL CONTRIBUTOR	Nurse Supervisor MANAGEMENT	Nurse Director MANAGEMENT
Supply health information such as HIV counseling and testing, contraceptive counseling and occupational medicine screenings and procedures; clarify treatment plans.	Oversee and ensure health information distribution; partner with nurses and clinicians to determine treatment plans.	Lead programs for communicable disease prevention, notification and patient care coordination; collaborate with campus partners to ensure appropriate clinic operational and campus response; partner with Health Informatics team on disease surveillance methods.
Attend continuing education meetings and Cornell Health meetings; serve on committees and/or assist on special assignments.	Attend continuing education meetings and Cornell Health meetings; conduct and/or participate in staff meetings; serve on committees and special assignments; act as liaison among community agencies and university departments.	Develop and foster relationships with community agencies and university departments; partner with leadership to coordinate Cornell Health accreditation initiative.
Participate in quality assurance activities and outreach activities to Cornell Community.	Develop and coordinate quality assurance activities for assigned unit; provide programs and support health promotion activities to the Cornell Community.	Develop and coordinate nursing and support quality assurance activities ensuring services abide by all legal requirements, laws and regulations, current trends, and unit policies.
Provide care to patients who need home visits.	Coordinate and provide care to patients who need home visits.	Direct and oversee home health care and regulations.
	Assist with development and communication of emergency plans, policies and procedures; ensure assigned unit receives Cornell Health Emergency Plan training.	Partner with leadership team to develop and implement emergency plan, policies and procedures; implement communication and training plans for Nursing & Clinical Support Services.
May act as team lead; assist Nurse Supervisor with daily staff assignments, patient flow coordination and provide input on staff performance.	Supervise nursing and support staff, collaborate with Director to hire and orient new staff; continually monitor employee performance including evaluation of work and competency while providing meaningful and regular feedback including recommendations for advancement and discipline.	Direct and manage administrative supervision of Nurse Supervisors including the hiring, performance evaluations and salary recommendations; review and approve the administrative supervisory actions that nurse supervisors take regarding their assigned nursing staff.
Attend assigned University training.	Oversee training and partner with Nurse Director to determine appropriate training.	Ensure training, evaluation, hiring, retention, and career planning for the nursing staff (RN, LPN, CMA) and clinical administrative support staff, working with program managers and HR professionals.

Staff Nurse INDIVIDUAL CONTRIBUTOR	Nurse Supervisor MANAGEMENT	Nurse Director MANAGEMENT
Maintain records in accordance with HIPPA, OSHA and UHS requirements.	Assist develop, maintain and monitor nursing policies and procedures in accordance with HIPPA, OSHA and UHS requirements; ensure accuracy and appropriateness of Electronic Health Record.	Develop and administer nursing policies and procedures in accordance with HIPAA, OSHA and university requirements; ensure appropriate regulatorily-compliant nursing support for general clinic operations and ensure adherence to policies and procedures of Cornell Health.
	Maintain fiscal accountability for budget.	Oversees fiscal accountability for budget; works in partnership with Organizational Leadership to incorporate strategic planning.

## **JOB FACTOR PROFILE TABLE**

FACTOR PROFILE	10860 STAFF NURSE, BAND F	10653 NURSE SUPERVISOR I, BAND G	10654 NURSE SUPERVISOR II, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	NYS Registered Professional Nurse License; Bachelor's degree or equivalent; up to 2 years of experience or equivalent combination.	NYS Registered Professional Nurse License; Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent combination.	NYS Registered Professional Nurse License; Master's degree or equivalent; 5 to 7 years of experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Moderate impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide information that exists within pre-established documents or programs	Provide information that exists within pre-established documents or programs
CONTACTS - STUDENTS	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

FACTOR PROFILE	10860 STAFF NURSE, BAND F	10653 NURSE SUPERVISOR I, BAND G	10654 NURSE SUPERVISOR II, BAND G
SUPERVISION	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Directly affect several dept within a college, school or administrative unit Significant effect on students and employees	Directly effects entire department  Moderate effect on students and employees	Directly effects entire department  Moderate effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
WORKING CONDITIONS	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times