



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 I MANAGEMENT	Nurse Supervisor II MANAGEMENT
Perform triage under protocol; assess patient's needs; independently perform nursing procedures; make notes in chart; provide patient counseling	Screen, assess, and provide nursing treatment for patients as required; independently perform nursing procedures; provide telephone advice and health information as needed	
Order laboratory radiology in medical information system.		
Dispense prescriptive medications		
Inform patients of laboratory results		
Administer medication as ordered; assist in special immunization clinics		
Provide allergy and travel immunizations		
Act as liaison to clinicians and /or other Center services	Act as a liaison between clinical staff and nursing staff; coordinate patient flow	
Supply health information and clarify treatment plans		
Attend continuing education meetings and UHS meetings		
Serve on committees; assist on special assignments		

Staff Nurse INDIVIDUAL CONTRIBUTOR	Nurse Supervisor I MANAGEMENT	Nurse Supervisor II MANAGEMENT
Participate in quality assurance activities for nursing.	Develop and coordinate quality assurance activities	Develop and coordinate all nursing quality assurance activities
Participate in outreach activities to Cornell Community	Provide programs and support Health Promotion activities to the Cornell Community	
Provide care to patients who need home visits.		
	Supervise all nurses, nurse assistants, reception staff and cashier on unit; hire, evaluate, and recommend promotions and raises for nursing and support staff. Handle discipline and terminate nursing and support staff; orient, train, and assign job responsibilities for nursing and support staff	Direct and manage administrative supervision of the Nurse Supv I's of the three nursing, service areas; medical records, clinical counselors and nutritionists including the hiring, performance evaluations and salary recommendations; review and approve the administrative supervisory actions that nurse supervisors take regarding their assigned nursing staff
	Manage the appointment scheduling process and distribution of patients to providers in the service	
	As part of the nursing management team, meet with other nurse supervisors to develop policies and coordinate nursing care throughout Gannett Health Center	Develop, maintain and monitor in conjunction with the Director and Assoc Director, GHC policies and procedures
		Act as primary contact for GHC ancillary services, community agencies and university department
		Provide direction and management of all GHC nursing services operations
		Develop and monitor, in conjunction with the financial administrator, the nursing services' budget
		Coordinate Gannett accreditation initiative

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	Bachelor's degree or equivalent; up to 2 years of experience or equivalent	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent
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