

NURSING SPECIALIST JOB PROFILE SUMMARY

JOB CATEGORY: Health Care

JOB TITLE: Nursing Specialist

JOB CATEGORY DEFINITION:

This specialty includes the delivery of health care treatment and the development and management of health care-related programs. Functions include performing a variety of complex procedures, assessments, specialized exams, and client education; developing and managing programs in the health care or clinical research setting; and providing patient or research subject care and support in departmental activities and operations.

JOB TITLE DEFINITION:

The Nursing Specialist exercises broad oversight of a variety of activities relating to a professional specialty in health care and/or clinical research including proper performance of assessments, examinations and treatments, accurate client education, appropriate ordering and reporting of test results, and proper use of consultations; includes serving as a resource for internal and external customers, providing sound interpretation and application of professional standards of practice and overall adherence to policies, procedures and protocols. *Duties are performed at various levels within the defined title.*

WORKING CONDITIONS:

Specific physical requirements and effort are outlined in Job Responsibilities Worksheet (list of essential job duties and responsibilities specific to a particular job at the unit level) in accordance with the Americans with Disabilities Act of 1990 (ADA).

OTHER REQUIREMENTS:

Compliance with OSHA regulations, Standard Precautions for bloodborne pathogens and specific standards of practice within the appropriate discipline

**NURSING SPECIALIST
LEVEL 1**

**JOB CODE NUMBER:
SALARY BAND:**

FLSA STATUS:

Level 1 positions typically demonstrate baseline working knowledge of routine work applications; follow standard principles and systems and use appropriate terminology associated with a particular field of specialization; participate as a team member in a collaborative environment within a diverse workforce; actively contribute to completion of team goals and assigned tasks; clearly communicate information, ideas, or instructions verbally and in writing; follow recommended approach to assigned work to facilitate achievement of desired results; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.

Typical Experience/Education Guidelines:	Typical work activities:
	<i>There is currently no Level 1.</i>

This profile is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions in this job title and should not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties should not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

**NURSING SPECIALIST
LEVEL 2**

JOB CODE NUMBER: HCHC0102
SALARY BAND: E

FLSA STATUS: NONEXEMPT

Level 2 positions typically demonstrate intermediate knowledge of the concepts, practices and procedures of a particular field of specialization; perform intermediate tasks in defined skill areas/applications by continuously building on current job knowledge; maintain effective relationships with peers, vendors, and others in a diverse environment; support team decisions and follow through with team responsibilities; interpret information, ideas and instructions and communicate clearly and accurately both verbally and in writing including materials intended for distribution; determine causes of unusual occurrences and apply standard principles and practices to determine and implement solutions; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under general supervision, while performing assignments that are varied and that may be somewhat difficult in character, but usually involve limited responsibility.

Typical Experience/Education Guidelines:	Typical work activities:
<p>3+ years related experience</p> <p>High School Diploma or higher</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Certified Medical Assistant or Licensed Practical Nurse in PA may be required</p>	<ul style="list-style-type: none"> • Provide patient care or research in accordance with licensing regulations • Gather and record accurate patient data • Take patient measurements and record observations, collect, compile and process data in support of work unit projects • May participate in orientation programs • Apply standard nursing practices and techniques in appropriate situations, correlate data, recognize discrepancies in results and follow operations through a series of related detailed steps or processes • Using accepted nursing methods and techniques, contribute to the development, implementation, and analysis of work unit projects • May supervise students in the completion of routine tasks and initiatives • Collaborate with other team members to accomplish organizational goals; provide ideas to improve efficiency at group level • May initiate or contribute data/analysis/design for use in reports, documents, proposals, or oral/written presentations • May investigate and evaluate practical applicability of potential changes to various work unit activities • May perform tasks of a larger scope and lead specific tasks within a project

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**NURSING SPECIALIST
LEVEL 3**

JOB CODE NUMBER: HCHC0103
SALARY BAND: G

FLSA STATUS: NONEXEMPT

Level 3 positions typically demonstrate proficient and comprehensive knowledge of defined skill areas/applications to integrate fundamental elements from other specialties into work assignments; apply knowledge of principles, practices, and procedures of a particular field of specialization to complete difficult assignments; promote a culture that is conducive to effective relationships among diverse team members; ensure safe practices and environmental consciousness are exhibited in decisions; may lead a project team involved in completion of difficult assignments, requiring proficient knowledge of field of specialization; interpret and communicate information, ideas and instructions clearly, accurately and persuasively both verbally and in writing including materials intended for distribution; incorporate new facts and ideas into group processes and apply creative thinking to develop new solutions; typically work with minimal supervision on difficult assignments, conferring with manager on unusual matters.

Typical Experience/Education Guidelines:	Typical work activities:
4+ years related experience Associate's Degree or higher in an applicable discipline Or an equivalent combination of education and experience Required Certifications, Registrations or Licensure: Licensed Practical Nurse in PA	<ul style="list-style-type: none"> • Provide patient care or research in accordance with licensing regulations • Gather and record accurate patient data • May participate in orientation programs • May assist patients and research subjects in exams, tests, and protocols • May supervise students in the completion of routine tasks and initiatives • May perform nursing tasks of a larger scope and lead specific tasks within a project; make substantial contributions to determining feasibility of goals and objectives • May assist with coordination of department activities • Responsible for assuring quality, cost effectiveness and timeliness of assigned work • Identify problems and related work unit issues leading to long-term solutions; identify approach for solving problems and meeting stakeholder needs • Provide information to supervisors regarding policies, procedures, and practices • Collaborate with other team members to accomplish organizational goals; provide ideas to improve organizational efficiency at group and department levels • May maintain external relationships to identify and benchmark against professional trends

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**NURSING SPECIALIST
LEVEL 4**

JOB CODE NUMBER: HCHC0104
SALARY BAND: H

FLSA STATUS: EXEMPT

Level 4 positions typically demonstrate advanced knowledge of principles, practices, and procedures of a particular field of specialization and complete complex assignments; integrate complex elements from other specialties into work assignments; demonstrate a strong commitment to inclusionary practices which support diversity throughout the University; establish a shared vision and take responsibility for the achievement of team goals, and provide direction for appropriate implementation of plans; present ideas, concepts and instructions in a clear manner, and use persuasion and negotiation to build consensus and cooperation; ensure safe practices and environmental consciousness are exhibited in decisions; develop new techniques, concepts, theories, programs or solutions and apply them to complex strategic operating issues; typically work independently on complex work assignments, review progress and evaluate results and update management as appropriate; may direct and delegate work to lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
<p>5+ years related experience</p> <p>Bachelor's Degree or higher in an applicable Nursing discipline</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Licensure as a Registered Nurse in PA</p>	<ul style="list-style-type: none"> • Provide patient care or research in accordance with licensing regulations; provide independent patient assessment, evaluation and treatment • Assist with the development and implementation of orientation programs • Provide advice/consultation to supervisors regarding nursing policies, procedures, and practices • May plan, schedule, conduct, or coordinate detailed phases of the work of a major project or in a total project of moderate steps • Make substantial contributions to determining feasibility of goals/objectives; may evaluate proposed or ongoing projects • May supervise students in the completion of routine tasks and initiatives • May contribute or lead in intellectual development activities • Provide innovative problem solving approaches to enhance organizational capabilities; use peer network to expand capabilities and identify new organizational opportunities • Contribute to broad strategic objectives; develop and maintain relationships with major stakeholders • Identify project work which may impact customer decisions and strategies • May initiate new project concepts, develop proposals and make presentations to stakeholders

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**NURSING SPECIALIST
LEVEL 5**

JOB CODE NUMBER: HCHC0105
SALARY BAND: I

FLSA STATUS: EXEMPT

Level 5 positions typically extend mastery of job knowledge to the principles, theories and practices of related specialties; expand knowledge of best practices and incorporate into all work assignments and procedures; evaluate and enhance current practices and efforts to ensure optimal support of diversity; oversee leadership of teams and projects that involve extensive cooperation and coordination between multiple departments across the University or with external customers; prepare written and/or verbal presentations or proposals on highly complex issues and deliver to a broad variety of audiences; identify and implement innovative solutions to important, highly complex strategic and/or operational issues which may involve unusual circumstances and incomplete or conflicting data; ensure safe practices and environmental consciousness are exhibited in decisions; work independently on highly complex or strategic assignments; may direct and supervise lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
<p>6+ years related experience</p> <p>Master's Degree or higher in an applicable Nursing discipline</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Licensure as a Registered Nurse in PA</p>	<ul style="list-style-type: none"> • Provide patient care or research in accordance with licensing regulations; provide independent patient assessment, evaluation and treatment • Plan and direct nursing projects that have substantial impact on services and resources • May plan, organize, and direct the work of department nursing personnel • Coordinate activities between disciplines involving exploration of subject area, definition of scope, selection of problems for investigation and development of novel concepts and approaches • Devise plans and lead work on extremely complex problems which impact the success of current organizational strategic plan • Maintain liaison with individuals and units within and outside the organization with responsibility for acting independently on technical matters pertaining to own field • Propose and lead new initiatives; guide programs of national or international significance; identify future problems, research trends and opportunities • May direct and/or participate in major proposal preparation and presentation

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