

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**03-22-2018****RELIEF NURSE, 2321**

Summary of Duties: Performs professional nursing services within the Medical Services Division including Occupational Health and Correctional Care in assisting physicians in the medical evaluation and treatment of employees, candidates, arrestees and prisoners in City jails. May act as lead nurse on an individual shift; and does related work.

Class Characteristics: A Relief Nurse performs professional nursing services in assisting physicians in all aspects of occupational health and correctional care, including pre-employment examinations, periodic medical examinations, and assisting physicians in examining arrestees to determine if they are medically fit for incarceration in City jails and in treating prisoners. While some Relief Nurses may act as lead nurses on different shifts, they are responsible in that capacity only for organizing the day-to-day nursing activities and for training and advising other personnel; they are not responsible for selecting staff, evaluating performance, for discipline, or approving time off.

Examples of Duties: A Relief Nurse:

- Assists physicians in medical examinations by drawing blood, taking blood pressures, recording medical histories and evaluating complaints;
- Administers first-aid treatment, including the application of bandages, compresses and splints; and administers oral and injectable medications and vaccines; evaluates complaints of injury or illness;
- Maintains equipment, facilities, and supplies in a sanitary condition; inventories dispensary equipment and medications and orders replacements or restocking; sets up and maintains emergency treatment cart;
- Maintains proper medical records of employees, candidates, and arrestees, including their condition and status, the medical treatment which they have received and any dispensed medications.
- May act as lead nurse on shifts on which no supervisor is routinely assigned; trains and advises other personnel on medical and nursing protocols; advises supervisory personnel on the performance of shift nursing personnel; and is responsible for all nursing functions on the shift.
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Professional nursing theory and practice;
- Problems, procedures and techniques in the administration of emergency medical treatment;
- Legal provisions, policies and procedures, affecting the treatment of prisoners in City jails and occupational health services;
- Safety regulations and practices necessary in a nursing environment

Ability to:

- Follow instructions and act independently in conformance with established nursing practices;
- Operate medical emergency equipment and apparatus and render first aid;
- Keep accurate records;
- Perform venipunctures;
- Deal tactfully and effectively with physicians, other personnel, candidates for City employment, arrestees and prisoners.

Minimum Requirements:

1. A valid Registered Nurse License issued by the California Board of Registered Nursing;
and
2. Possession of a current American Heart Association Health Care Provider CPR card.

License:

A valid California driver's license and a good driving record may be required.

Physical Requirements:

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity with both hands involved in activities such as reaching and handling; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.