

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Chief Nurse Consultant		Class Code: 001QE2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date:
	Summary: Incumbent provides senior-level professional nursing service consultation in a state agency. Incumbent provides both general consultation as well as consultation in a special clinical area statewide or within an assigned geographic area to program and division directors at an agency and to local and community nurses and medical personnel for the purpose of promoting and improving community nursing services.		

Duties:

- Provides nursing consultation and medical expertise to assist agency staff, local/community partners and medical personnel;
- Coordinates community health care programs which involves working with health departments, schools, clinics, public and private child care facilities, abused or neglected children, home health agencies and rural health care services;
- Works with community physicians and health care professionals to establish improved reporting and communication between the medical provider community and the state agency staff;
- Coordinates other programs such as school health, migrant health, health promotion and disease prevention programs for children and adults;
- Works in collaboration with other health and social service providers to facilitate the delivery of health and development services;
- Reviews medical records and provides professional medical opinions and recommendations;
- Assists with the development of health and medical needs plans.
- Visits patients to assess the medical needs, monitor for signs of distress and develop recommendations on how to address any identified needs or concerns;
- Follows up, as appropriate, on clients and patients to ensure recommendations are followed and medical needs are addressed;
- Acts as a liaison between state agency and community partners to facilitate communication/ collaboration and ensure health and medical needs are being addressed;
- Assists in developing diagnostic and treatment plans for clients/patients;
- May provide consultation on communicable disease control and screenings such as scoliosis, hypertension, etc.;
- Provides consultation for the development of programs to ensure quality of care provided to clients by community nurses;
- Arranges and conducts in-service and/or continuing education programs as required.
- May provide leadership to and coordinate work of lower level consultants;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of nursing practices and consultant role in a specialized program area;
- Specialized knowledge of a special clinical area such as the mental health retardation program;
- Advanced knowledge of current developments in public health and in a special clinical area;
- Extensive knowledge of state and federal laws and regulations related to specialized program areas;
- Working knowledge of the operation of the different agencies receiving consultation such as public schools, community and governmental organizations and a variety of health agencies;
- Working knowledge of diseases and conditions which adversely affect health;
- Working knowledge of state and federal departments and agencies which have programs or services affecting health and welfare of citizens and which can be used as resources, including an in-depth knowledge of the state agency and its services and policies;
- Extensive knowledge of record keeping, budgeting, problem identification methods, program planning, consultation methods and research methods and the ability to apply these when providing consultation to health care programs;

- Ability to present health care awareness and prevention programs to various community agencies;
- Ability to prepare accurate, detailed reports, as well as excellent oral and written communication skills;
- Strong interpersonal skills and the ability to work collaboratively within a team environment;
- Ability to develop and maintain productive working relationships with agency staff, the medical community, various governmental agencies and family members.
- Ability to coordinate the work of others;
- Effectively communicate both orally and in writing.

Difficulty of Work:

Work is extremely complex requiring employee to analyze, recommend, plan and coordinate assigned health care and medical assessments, treatment plans, services and programs. Incumbent works within state plans, state and federal laws and regulations and nursing principles and practices. Creativity is required to plan and organize efficient and effective statewide programs.

Responsibility:

Incumbent makes independent, non-routine decisions while determining how to organize and coordinate health care assessments, treatment plans, services and programs. Incumbent works technically and independently, receiving only general assignments and policy guidance.

Personal Work Relationships:

Work relationships are with the supervisor, office staff, various health agencies staff, regional and state professional and health oriented groups and the general public in the community for the purpose of providing a service and carrying out the programs and policies of the agency.