



**Job Code:** 1941  
**Grade:** FA  
**HCWR:** N

**Job Title**  
Clinical Nurse I

**Department**  
Ambulatory & Community Health Network (Oral  
Surgery/ENT Clinic)

**Job Summary**

The Clinical Nurse I (CN I) is a first level professional nursing position working in Oral Surgery/ENT clinic. Administers care by means of the nursing process and is responsible for providing safe, effective nursing care for patients and supportive care to significant others, both independently, and as a member of the healthcare team. As a professional nurse, assigns and monitors patient care delegated to various levels of nursing staff in accordance with members of the health team center. The CN I provides legible comprehensive medical record documentation that reflects all aspects of care provided. Performs related duties as required. Performs care before, during and after oral surgery and ENT procedures.

**Typical Duties**

- Conducts initial and ongoing patient assessment
- Performs pre procedural assessment
- Analyzes data collected and formulates a problem list
- Assists with oral surgery and ENT procedures
- Formulates an individualized plan of care derived from assessment data in collaboration with patient/significant other and other health care team members. The plan considers the cultural and spiritual values of the patient
- Initiates IV therapy and administers moderate sedation, as directed
- Monitors patients during procedures
- Performs post procedure assessment and recovery
- Discharges patients post procedure and provides patient education and follow-up instructions
- Implements the nursing plan for care performing interventions in a competent, skillful, and safe manner
- Prioritizes interventions according to patient needs
- Implements plan of care to include nutritional, educational, functional, social support, discharge teaching and psychological issues
- Electronically documents appropriate information related to all patient encounters, using applicable Power Forms
- Evaluates the plan of care in terms of expected outcomes
- Incorporates data derived from care management tool into patient's plan of care
- Helps patient establish and work towards meeting self-management
- Tracks patient's self-management progress
- Establishes a therapeutic nurse-client, nurse-family, nurse-community relationship
- Schedules and conducts nurse visits/care management visits on selected patients
- Evaluates and documents outcomes of patient teaching
- Assesses and documents patient health literacy
- Makes appropriate and timely decisions in a crisis or emergency situation



**Typical Duties**

- Works and communicates effectively with a variety of individuals
- Delegates, coordinates and monitors patient care given by other levels of nursing staff
- Applies knowledge of standard operating policies and procedures
- Operates clinical equipment necessary for providing patient care in the ENT clinic and oral surgery procedure area
- Applies principles of infections control and safety
- Applies knowledge population based data to health center patient assessments, care coordination and program development
- Demonstrates sensitivity to the cultural diversity, gender and sexual orientation of clients being served
- Adheres to Cook County Health (CCH) attendance policy
- Performs other duties as assigned

**Minimum Qualifications**

- Current License as a Registered Professional Nurse in the State of Illinois
- One (1) year of nursing experience
- Current Basic Life Support (BLS) Certification
- Current Advanced Cardiac Life Support (ACLS) Certification
- Current Pediatric Advanced Life Support (PALS) Certification

**Preferred Qualifications**

- Bachelors of Science in Nursing (BSN), preferred
- Two (2) year of full-time clinical work experience in procedural area or operating room
- One (1) year of pediatric nursing experience
- Bilingual English/Spanish

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of Health Insurance Portability and Accountability Act (HIPPA) and principles of confidentiality
- Excellent interpersonal, verbal and written communication skills necessary to a variety of people from different socio-economic backgrounds
- Strong emergency response skills
- Strong customer service and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Skill in the use/operation of clinical equipment necessary for providing patient care in the health center
- Demonstrate attention to detail, accuracy and precision
- Ability to resolve complex patient/administration problems and research issues
- Ability to prioritize, plan, and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to see and hear clearly (including with correction)



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to walk extensively, lift moderately heavy objects, and climb stairs
- Ability to consistently push, pull, twist, turn, bend, kneel, stoop, lift and reach above shoulder and stand for prolonged periods of time.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**