

_____ February 5, 2003 _____
 Prepared by _____ Date _____

 Dept. Head Approval _____ Date _____

 HR Approval _____ Date _____

**USF PHYSICIANS GROUP
 POSITION DESCRIPTION**

POSITION TITLE: Registered Nurse Specialist EMPLOYEE NAME: TBA

DEPARTMENT: Pediatrics DIVISION: Infectious Disease DIV #: 2707

SUPERVISOR TITLE: Associate Professor NAME: _____

If this position supervises others, complete this section:

POSITIONS SUPERVISED

<u>Direct Supervision</u>		<u>Indirect Supervision</u>	
Position Title	Employee Name	Position Title	Number of Positions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POSITION SUMMARY (See Instructions)

The registered nurse specialist is responsible for the oversight of the Regional Neonatal Immunology Program in Pinellas, Pasco, Manatee, and surrounding counties that are served by All Children’s Hospital. In addition, the registered nurse specialist is responsible for care coordination activities of HIV infected pregnant women and their newborns as well as ensuring educational opportunities are in place.

SPECIFIC DUTIES AND RESPONSIBILITIES (See Instructions)

% Time Description (SEE ATTACHED)

- 0.30 Provides case management services to HIV infected pregnant women and their newborns by coordinating services, assisting in making and accessing medical appointments, obtaining needed supplies, and making referrals to appropriate community agencies.
- 0.20.1 Coordinates educational programs for HIV infected women, obstetrical health care professionals, and others in the community to ensure access to up-to-date modalities in care as well as emphasis on 076 data.
- 0.15 Provides education and counseling to HIV infected pregnant women on transmission, safe sex practices, and prevention of the HIV infection.

- 0.05 Attends any medical or community agency appointments as necessary to interact with target population.
- 0.05 Ensures that all HIV infected pregnant women and exposed newborns in region have access to and participate in program.
- 0.06 Participates in all quality assurance and grant requirement activities related to the Perinatal/Neonatal Immunology Program. Responds to questions and concerns of patients and families.
- 0.05 Assists with the development of data collection tools and ensures all required information is reported and maintained in a program specific database.
- 0.05 Ensures that HIV exposed newborns are referred to the USF Pediatric Immunology Program and ongoing oversight and care coordination is provided.
- 0.05 Collaborates with community obstetrical practices in region to ensure educational material is available and assists with counseling for pre and post HIV testing and provides disease related counseling.
- 0.05 Acts as liaison for HIV infected pregnant women with healthcare providers and social services agencies.

Skill Requirements: Bachelor of Science in Nursing or previous experience in Pediatrics.

Preferred Attributes: Friendly, compassionate, computer literate, independent, flexible and ability to work as a team member. Prior nursing experience in Pediatrics or HIV/AIDS is preferable.

*Requirements reflect the minimum level necessary to be eligible for this position. Equivalent combinations of education and experience may be considered.

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Job Class _____ O.T. Code _____
 Position _____ Pay Grade _____

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