



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3032

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**CLINICAL COORDINATOR - NDSH**

GRADE M

**SCOPE OF WORK:**

The individuals in this classification provide clinical supervision to nursing and paraprofessional staff within designated treatment areas and report to the Assistant Director of Nursing.

**DUTIES PERFORMED:**

- Identify, analyze, and evaluate the type and quality of nursing service provided (care, charting, plans, etc.)
- Provide information and participate in decision making relating to personnel matters.
- Address and resolve conflicts between staff members and patients.
- Participate in and direct the planning and organization of nursing services provided in the designated treatment area.
- Participate in emergency situations (when available).
- Work with physicians and respective unit Executive Director in planning services.
- Serve as the liaison between the unit and other departments within the hospital.
- Perform as a consultant to nursing staff and intervene in specific situations at the request of the Charge Nurse or at own discretion within the designated treatment area.
- Write reports as requested by the Director of Nursing/Assistant Director of Nursing.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires licensure as a Registered Nurse (as defined in NDCC 43-12.1-02(8)), and five years of experience in psychiatric/mental health nursing.

**Note:** Licensure as a RN is required for this class. The State Hospital will verify and document licensure upon employment.

Eff. Date: 06/96

Rev: 03/99 - Update Factoring

Rev: 07/12 – Conversion to Hay System