

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Nurse

SERIES NO.:

6551

MAJOR AGENCIES:

DR&C, DYS, Education, Mental Health, Veterans' Services

EFFECTIVE DATE:

08/14/2011

SERIES PURPOSE:

The purpose of the nurse occupation is to observe, assess, & record symptoms, reactions & progress of patients & to administer medication, treatment plans &/or first aid in order to provide medical &/or emergency health care.

Interim nurses provide direct patient care & are closely supervised. Appointments to this class are not to exceed 120 days per Section 4723.09 of Ohio Revised Code.

At the employee health nurse level, incumbents provide professional nursing care and/or health maintenance services and medical attention in emergencies to public employees.

Nurse 1 incumbents provide professional nursing &/or emergency health care to students hospitalized in student health services unit or to inmates, juvenile offenders, residents or consumers residing in state-owned/operated facility/institution, or perform as lead workers over lower-level nursing personnel & provide direct patient care or responsible for all health care of 20-60 bedridden inmates.

Nurse 2 incumbents assess, monitor & evaluate health care services & provide assistance & resolve problems, or serve as assistant to director of nursing, or act as lead worker in charge of one shift & provide specialized nursing care at corrections medical center.

The incumbents at the assistant nurse director level serve as assistant nurse director in the Ohio Veterans' Home.

The incumbents at the nurse supervisor level supervise all nursing staff & plan, develop, direct & evaluate all nursing care services delivered to patients, or plan, direct & evaluate all health care rendered to bedridden inmates & supervise skilled & semi-skilled nursing staff & direct care personnel on one assigned shift.

JOB TITLE

Interim Nurse

JOB CODE

65510

PAY GRADE

09

EFFECTIVE

07/19/1998

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires considerable knowledge of professional nursing in order to provide medical &/or emergency health care to patients. Incumbents in this class are graduates of an approved school of professional nursing & have been issued a nonrenewable interim permit to practice professional nursing for a period not exceeding 120 days as provided in Section 4723.09 of Revised Code.

JOB TITLE

Employee Health Nurse

JOB CODE

65511

PAY GRADE

12

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of professional nursing in order to provide professional nursing care &/or health maintenance services & immediate medical attention in emergencies to public employees in government office buildings.

JOB TITLE

Nurse 1

JOB CODE

65512

PAY GRADE

13

EFFECTIVE

08/14/2011

CLASS CONCEPT:

The second full performance level class works under direction & requires thorough knowledge of professional nursing in order to provide professional nursing &/or emergency health care to students hospitalized in student health services unit or to residents, inmates, juvenile offenders, residents or consumers housed in state-owned/operated facility/institution, or to schedule, assign & review work of lower-level nursing staff (i.e., has authority to either approve/disapprove leave requests or to complete & sign performance evaluations, but such is not mandatory) & assist in delivery of nursing care services to patients; or in corrections medical center, to be responsible for all health care of 20-60 bedridden inmates to include rendering specialized procedures as needed (i.e., iv therapy, chemotherapy, wound care, oxygen therapy, dialysis, blood transfusion, incubation & CPR, tube feeding, catheterization, suctioning & phlebotomy duties).

JOB TITLE

Nurse 2

JOB CODE

65513

PAY GRADE

14

EFFECTIVE

65513

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of professional nursing in order to assess, monitor & evaluate nursing care services delivered to patients & provide assistance to & resolve problems for nursing staff; or to provide assistance to director of nursing in administration of nursing department; or to act as lead worker (i.e., provide work direction & training) over lower-level nursing & direct care staff & is in charge of one assigned shift at corrections medical center.

JOB TITLE

Nurse Assistant Director

JOB CODE

65515

PAY GRADE

12

EFFECTIVE

65515

CLASS CONCEPT:

The expert level class works under administrative direction & requires thorough knowledge of professional nursing in order to plan, coordinate & implement administration of direct patient care & serve as assistant nurse director in Ohio Veterans' Home & supervise assigned staff.

JOB TITLE

Nurse Supervisor

JOB CODE

65516

PAY GRADE

15

EFFECTIVE

06/18/2000

CLASS CONCEPT:

The supervisory level class works under administrative direction & requires extensive knowledge of professional nursing in order to supervise all nursing staff & to plan, direct, develop & evaluate all nursing care services delivered to patients & supervise assigned staff in assigned institution; or in corrections medical center, to plan, direct & evaluate all health care services rendered to bedridden inmates & supervise skilled & semi- skilled nursing staff (e.g., nurse 1 & 2, licensed practical nurse) & direct care personnel (e.g., hospital aide) on one assigned shift of in-patient care area or to plan & direct all services of clinic & supervise assigned nursing & support staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Interim Nurse	65510	11	07/19/1998	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides professional nursing care to patients (e.g., residents, inmates, students) &/or staff, observes, assesses & records symptoms, reactions & progress of infirmity patients &/or clinic out-patients, makes nursing rounds, takes & records initials, prepares & administers prescribed medications & ordered treatment plans, monitors restrained (e.g., lock-ups, detention, isolated) patients on timely basis (i.e., every 15 minutes).

Provides immediate medical attention to emergencies, (e.g., administers first aid to accident victims; administers cardiopulmonary resuscitation; counsels patient regarding need for medical referrals; arranges transportation to hospital emergency room; contacts staff physician for emergency illness or injury when necessary), assists physicians in evaluation, treatment & care plans of patients, assists with physical examinations, collects & tests specimens, administers vaccinations &/or medical injections (e.g., insulin, allergy), schedules doctors appointments, arranges out-patient clinic appointments with specialists (e.g., dentists, ophthalmologists, psychologists), prepares examination room, stocks supplies & sterilizes equipment.

Charts & records all medications, treatments & pertinent medical information, completes required reports (e.g., incident, accident), admits &/or discharges patients, instructs patients regarding health maintenance & self-administered medication, attends & participates in seminars, conferences & in-service training, maintains constant & exact inventory of all controlled drugs, medication & medical equipment, orders supplies & interviews patient to obtain medical history.

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled registered nursing procedures; state & federal regulations, policies & procedures related to nursing; inventory control. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine). Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires non-renewable interim permit to practice professional nursing as issued by Ohio State Board of Nursing per Section 4723.09 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Employee Health Nurse	65511	11	03/07/2004	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides professional nursing care &/or health maintenance services (e.g., observes, evaluates & records symptoms which may include taking temperature, vital signs &/or obtaining human biological specimens; refers employees/visitors as necessary to employee assistance program, local/personal physicians &/or health care facilities; arranges for transportation & makes appointments as necessary; provides preventive health care counseling; administers medication &/or immunizations; examines employees who have been injured on job) to employees in general services division of department of administrative services or to employees & visitors in assigned government building, & provides immediate medical attention in emergencies (e.g., administers first aid; administers cardiopulmonary resuscitation; treats cuts & burns).

Designs, develops, coordinates & evaluates preventive health care programs on site (e.g., wellness programs; screenings; exercise classes; weight loss class); provides technical & nursing advice to departmental administrators relative to health issues & treatment; provides consultation to other public health nurses & allied health care agents in reference to employees & work; sets up health fairs & networks with area schools of nursing to precept nursing students; participates in development of unit policies & procedures & health related departments (i.e., security, safety & building maintenance); makes safety inspections of various sites in buildings to ensure safety & prevention of potential health hazards; participates as safety coordinator & offers safety programs.

Performs clerical & administrative tasks relating to nursing service delivery (e.g., sets up & files medical records; prepares inventory &/or orders supplies & equipment; provides work direction & training to other staff if assigned; assists in interviewing intermittent employees; assists in setting up physical site of employee health services & remodeling; collects, analyzes & completes various reports on pre-scheduled basis & as requested; establishes & updates library of video tapes, reference books & information for employees).

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled registered nursing procedures & practices; state & federal regulations, policies & procedures related to nursing; charge nurse/lead nurse responsibilities in independent setting; inventory control*; public relations*. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machines); administering CPR. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness to render on hands nursing care & emergency medical attention.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; 12 mos. hands on nursing exp. with adult patients within last 5 years; 12 mos. exp. as charge nurse/lead nurse in independent setting (e.g., family practice, internal medicine, obstetrics & gynecology &/or occupational health); current certification in CPR.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nurse 1	65512	11	08/14/2011	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides professional nursing care to students hospitalized in student health services unit, or to inmates, juvenile offenders, or consumers housed in state-owned/operated facility/institution &/or staff, observes, assesses & records symptoms, reactions & progress of infirmity patients &/or clinic out-patients, makes nursing rounds, takes & records vitals, prepares & administers prescribed medications & ordered treatment plans &/or immunizations, monitors restrained (e.g., lock-ups, detention, isolated) patients on timely basis (i.e., every 15 minutes) & provides immediate medical attention to emergencies (e.g., administers first aid; arranges transportation to hospital emergency room; contacts staff physician when necessary; counsels patient regarding need for medical referrals) & if assigned, also schedules, assigns & reviews work (i.e., has authority to either approve/disapprove leave requests or to complete performance evaluations, but such is not mandatory to be performed) of lower-level staff (e.g., RNs, LPNs), participates in staff development & education, reviews care plans written by staff & trains & orients new employees;

OR

In corrections medical center, is responsible for all health care of 20-60 bedridden inmates (i.e., makes rounds, evaluates care needed & rendered; does care plans & teaches health care principles; administers medication including narcotics; renders all direct nursing care as needed) & performs specialized procedures (i.e., iv therapy, chemotherapy, wound care, oxygen therapy, dialysis, blood transfusion, incubation & CPR, tube feeding, catheterization, suctioning & phlebotomy duties).

Organizes & oversees 'code blue' team; directs health care staff (e.g., hospital aides & licensed practical nurses) assigned to area; acts as lead worker in charge of one assigned shift in absence of nurse 2 employee' assists physician in giving diagnostic health evaluations to students.

Performs clerical tasks (e.g., charts & records all medications, treatments & pertinent medical information; completes required reports such as incident & accident reports; documents Medicaid information; orders supplies & equipment; maintains constant & exact inventory of all controlled drugs, medication & equipment); arranges for out-patient clinic appointments; arranges for medical examinations to be done by school physician; arranges for new & refilled prescriptions ordered by physicians through local pharmacy; performs administrative tasks & serves as liaison with others in organization & conducts &/or attends meetings; serves as instructor on occasion; serves as member or leader of problem solving teams or groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of professional registered nursing procedures; state & federal regulations, policies & procedures related to nursing; public relations; employee training & development*; inventory control. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine). Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nurse 2	65513	11	03/26/2000	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & coordinates nursing care delivered to all patients, makes nursing rounds & assesses health care services, programs & procedures (e.g., sick call, nursing assessments, treatment plans, medication administration, emergency assessments & treatments, transcription of doctors orders, documentation) & plans, assigns & reviews work of lower-level nursing staff;

OR

In corrections medical center, acts as lead worker (i.e., provides work direction & training) over lower-level nurses, licensed practical nurses & hospital aides & is in charge of one assigned shift (i.e., makes rounds to all areas to assess adequacy of health care; makes staff assignments daily & adjustments as necessary; takes appropriate action when problems occur; directs & monitors all record maintenance associated with delivery of medical care on each unit; serves as resource person for nursing staff & custody staff regarding medical matters; orients & trains all new health care personnel).

Provides assistance to director of nursing (e.g., writes, reviews & revises nursing policies & procedures; performs special projects as assigned; represents director of nursing at meetings; coordinates & instructs in-service training; serves as liaison with others in organization); or in corrections medical center, administers iv therapy, blood transfusions & chemotherapy, responds to all emergencies & assists with special needs of staff & inmates (e.g., death & dying; serious illness; critical patients).

Provides assistance to nursing staff, resolves problems, investigates problem areas or areas of concern & documents findings, reviews reports from nursing units, assists physicians with medical & surgical procedures, responds to emergencies, assumes duties of registered nurses during absences, counsels patients regarding health care maintenance & trains & orients new employees; acts as liaison with outside providers to corrections medical center (e.g., concerning admissions & discharges to OSU hospital; handles bed & unit assignment when admission office is closed).

Performs administrative duties (e.g., attends meetings; schedules multi-disciplinary team meetings; orders/stocks medical supplies & equipment; admits/discharges patients; oversees records maintenance); actively participates in staff development & growth through inservice training programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled registered nursing procedures; state & federal regulations, policies & procedures related to nursing; public relations; employee training & development; counseling; health care services & program management*; inventory control. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine). Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; 18 mos. exp. as registered nurse; 3 courses or 9 mos. exp. in employee training & development; 1 course or 3 mo. exp. in counseling; 1 course or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works nights, weekends & holidays; exposed to communicable diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nurse Assistant Director	65515	22	01/10/1999	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Ohio Veterans' Home, assists director of nursing in development of initial plan of care (i.e., assesses residents' condition, identifies problems, establishes nursing goals & intervention techniques & discharge planning based on residents' diagnosis) for all nursing home residents, assists in development of philosophies, objectives & goals for nursing department, analyzes, evaluates, writes & revises nursing policies & procedures, provides technical advice to administrators & transmits decisions & directives to nursing staff, develops & administers special programs & projects, collaborates with director of nursing to assess, plan, implement & evaluate quality assurance (i.e., identifies most important aspects of nursing care as related to policies & procedures of facility & through use of measurable indicators to systematically monitor ongoing aspects of nursing care), supervises assigned nursing staff (i.e., approves/disapproves leave requests & completes & signs performance evaluations & handles disciplinary problems), schedules, assigns & reviews work, recruits, interviews & recommends for hire, trains & orients new employees & develops & provides in-service training, represents director of nursing at meetings & conferences & assumes responsibility & authority in absence of director of nursing.

Coordinates patient assessment system & inter-disciplinary team meetings (i.e., maintains open communications with administration, professional medical, nursing & other departmental staff to identify & solve problem areas & to initiate & implement course of action to maintain quality resident care; participates in nursing committees & meetings (e.g., quality assurance; utilization review; ethics; infection control; staff; pharmacy); attends inservices & continuing education programs.

Manages business functions of nursing services; assists with budget preparation & administration; coordinates computer programming to include assessments, plans of care & implementation of new programs within nursing department; prepares correspondence, directives & documents (e.g., changes of nursing procedures; discipline of nursing staff); corresponds with outside agencies to remain current on trends & innovations in health care.

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled registered nursing procedures; state & federal regulations, policies & procedures related to nursing; public relations; employee training & development; health care services & program management; interviewing; counseling; supervisory principles/techniques*; budgeting; labor relations. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine); computer terminal; office equipment (e.g., word processor, typewriter). Ability to define problems, collect data, establish facts & draw valid conclusions; understand & follow philosophies, policies & procedures of facility; write reports & correspondence; gather, collate & classify information about data, people or things; establish & maintain positive rapport with residents, residents' families & nursing, other departmental &/or agency staff; maintain confidentiality of information; handle sensitive telephone & face to face inquiries & contacts with general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; 18 mos. exp. as registered nurse; 18 mos. trg. or 18 mos. exp. in supervisory, administrative &/or managerial position which included counseling, interviewing employee relations & employee training & development; current CPR certification.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nurse Supervisor	65516	22	06/18/2000	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs & evaluates all nursing care services, establishes & implements nursing care programs, reviews & updates current programs, develops & writes nursing policy & procedure manual, prepares nursing budget with input from medical staff, serves as nursing liaison with other units in organization to ensure services are coordinated, directs public relations activities, directs record keeping & reporting procedures, coordinates nursing services with other patient services, conducts &/or attends health care meetings, provides leadership for quality assurance functions & requisitions medical supplies or equipment & supervises nursing staff (i.e., approves/disapproves leave requests & completes & signs performance evaluations & handles disciplinary problems), schedules, assigns & reviews work, recruits, interviews & recommends applicants for hire, trains & orients new employees & develops & provides in-service training;

OR

In corrections medical center, plans, directs & evaluates all health care services rendered to bedridden inmates & supervises skilled & semi-skilled nursing staff & direct care personnel on one assigned shift of in-patient nursing care area, or plans & directs all services of clinic & supervises assigned nursing & support staff.

Provides direct professional nursing care to patients, administers emergency care & first aid, conducts nursing rounds & assesses patients & administers medications during absence of nursing staff or as needed &/or in corrections medical center, administers specialized procedures (e.g., iv therapy, chemotherapy, dialysis, oxygen therapy; monitors inmates in coronary care; performs & assists physicians/dentists with minor & oral surgery; monitors inmates recovering from major surgery.

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled registered nursing procedures; state & federal regulations, policies & procedures related to nursing; public relations; employee training & development; purchasing*; health care services & program management; counseling, interviewing; public relations; supervisory principles/techniques*; labor relations. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine). Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; 24 mos. exp. as registered nurse; 1 course or 3 mos. exp. in counseling; 1 course or 3 mos. exp. in interviewing; 3 courses or 9 mos. exp. in public relations; 3 courses or 9 mos. exp. in employee training & development; 6 courses or 18 mos. exp. in management.

-Or 6 mos. exp. as Nurse 2, 65513.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.