

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

Psychiatric/DD Nurse

**SERIES NO.:**

6552

**MAJOR AGENCIES:**

Mental Health, Developmental Disabilities

**EFFECTIVE DATE:**

10/04/2015

**SERIES PURPOSE:**

The purpose of the psychiatric/DD nurse occupation is to assess, plan, implement, monitor and evaluate medical and psychiatric nursing care of patients.

At the first level, incumbents provide direct nursing care to patients and provide direction to direct care staff and licensed practical nurses assigned to same ward area.

At the second level, incumbents act as lead workers and provide clinical direction.

At the third level, incumbents function as direct supervisor for one or more shifts.

At the fourth level, incumbents manage nursing functions of all units and/or coordinate nursing services of program and/or serve as assistant director of nursing or serve as clinical nurse manager.

At the fifth level, incumbents direct overall functions of nursing department.

Note: In establishing Psychiatric/DD Nurse Supervisor 65525 positions, only two positions per designated area per shift will be permitted (i.e., one for regular employee and another for relief employee to work during regular employee's days off, vacation, illnesses, weekends and staff education and training days). The forensic unit in institutions under the Department of Mental Health and the medical clinic at Northwest Ohio Developmental Center may be considered as separate facilities for purposes of classifying Psychiatric/DD Nurse Supervisor, 65525 positions.

Note: This series may be used within agency/institution and/or in community setting.

**JOB TITLE**

Psychiatric/DD Nurse

**JOB CODE**

65521

**PAY GRADE**

13

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of professional nursing in order to provide nursing & psychiatric care to patients.

**JOB TITLE**

Psychiatric/DD Nurse Coordinator

**JOB CODE**

65522

**PAY GRADE**

14

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of professional nursing in order to provide clinical direction & act as lead worker over lower-level registered nurses &/or nursing related & direct care staff (e.g., LPNs, activity therapists, general activity therapists &/or therapeutic program workers).

**JOB TITLE**

Psychiatric/DD Nurse Supervisor

**JOB CODE**

65525

**PAY GRADE**

15

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The supervisory level class works under direction & requires thorough knowledge of professional nursing in order to supervise, plan, schedule & review work of assigned staff & coordinate delivery of nursing & psychiatric care to patients/consumers on designated area on one or more assigned shifts & supervise all subordinate nursing personnel assigned to designated area on one or more assigned shifts.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Psychiatric/DD Nurse Manager	65526	16	10/04/2015

**CLASS CONCEPT:**

The managerial level class works under general direction & requires thorough knowledge of professional nursing in order to manage nursing & other functions of unit &/or coordinate services of program &/or serve as assistant/associate director of nursing & supervise employees providing nursing care,

OR

Serve as clinical nurse manager responsible for 24 hour clinical, administrative, operational, management of one or two behavioral healthcare inpatient nursing unit/units.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Psychiatric/DD Nurse Director	65527	17	10/04/2015

**CLASS CONCEPT:**

The director level class works under administrative direction & requires thorough knowledge of professional nursing & management of nursing programs in order to plan, direct, coordinate & evaluate delivery of all nursing services within nursing department & supervise nursing personnel in nursing administration & patient care.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Psychiatric/DD Nurse	65521	11	10/04/2015	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.)**

Assesses & evaluates nursing & medical needs of patients who are institutionalized, initiates & directs implementation of nursing care plan, observes, evaluates & records patient behavior, condition & response to medication, treatments & therapeutic activities, coordinates clinical & medical appointments, provides professional nursing care (i.e., administers medications & treatments as ordered by physician, assists with physical examinations, takes & records vital signs), assists in feeding & grooming patients when needed, responsible for patient/family teaching & responds to emergencies.

Directs delivery of & evaluates psychiatric & nursing care of patients as delivered by lower-level professional & non-professional staff (e.g., LPNs, hospital aides, therapeutic program workers) on assigned shift, monitors LPN medication administration, documentation, patient care & operation of medical equipment & assists in orienting & training new nursing services employees.

Prepares & reviews records & reports (e.g., incidents, restraints/seclusions, nursing care plans, shift reports, transfers, admissions & discharges), updates nursing care plans, transcribes &/or verifies doctors' orders, writes & reviews treatment plans & writes nursing summaries.

Serves as interdisciplinary treatment team member, attends seminars, meetings & conferences & attends, conducts & participates in in-service training sessions/programs.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing\*; employee training & development\*; state & federal regulations, policies & procedures as related to nursing; public relations\*; counseling\*. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of 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; exposed to unpredictable patient behavior; may require travel to community site under contract with Department of Mental Health.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Psychiatric/DD Nurse Coordinator	65522	11	10/04/2015	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.)**

Provides clinical direction & acts as lead worker over lower-level registered nurses &/or nursing related & direct care staff (e.g., LPNs, activity therapists, general activity therapists &/or therapeutic program workers), directs delivery of & evaluates psychiatric nursing & medical nursing care of patients as delivered by lower-level professional & non-professional staff (e.g., RNs, LPNs, hospital aides, mental health technicians) for assigned unit or units, provides clinical direction to lower-level professional & non-professional staff & assists in orienting & training new employees.

Assesses & evaluates nursing & medical needs of patients who are institutionalized, initiates & directs implementation of nursing care plans, observes, evaluates & records patient behavior, condition & response to medication, treatments & therapeutic activities & recommends corrective action as needed, coordinates clinical & medical appointments, provides professional nursing care (i.e., administers medications & treatments as ordered by physician, assists with physical examinations, takes & records vital signs), assists in feeding & grooming patients when needed & responds to emergencies.

Prepares & reviews records & reports (e.g., incidents, restraints/seclusions, nursing care plans, shift reports, transfers, admissions & discharges), updates nursing care plans, transcribes &/or verifies doctors' orders, writes & reviews treatment plans & writes nursing summaries.

Serves as interdisciplinary treatment team member, attends, conducts & participates in in-service training sessions/programs, attends seminars, meetings & conferences & meets with & counsels patients & families of patients.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; employee training & development\*; state & federal regulations, policies & procedures as related to nursing; counseling; public relations. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; 12 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 1 course or 3 mos. exp. in counseling; 1 course or 3 mos. exp. in public relations.

-Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, 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; exposed to unpredictable patient behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Psychiatric/DD Nurse Supervisor	65525	EX	10/04/2015	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.)**

Coordinates nursing services for designated area on one or more assigned shifts, coordinates assessments, planning, evaluation & delivery of psychiatric nursing & medical nursing & evaluates care of patients/consumers, assists in planning nursing policies & procedures & monitors all nursing activities for designated area on one or more assigned shifts to ensure compliance, coordinates staffing schedule, authorizes overtime & serves as liaison between nursing/medical services & other disciplines & supervises all subordinate nursing personnel assigned to designated area on one or more assigned shifts & in some cases where there is no hospital aide supervisor on staff, also supervises all direct care staff (e.g., hospital aides, therapeutic program workers) assigned to designated area on one or more shifts, approves/disapproves leave requests, completes performance evaluations, recommends/ initiates disciplinary actions & counsels & advises staff.

Develops, schedules & monitors in-service training programs, attends meetings, workshops & seminars, serves as interdisciplinary team member & writes & reviews reports.

Provides professional nursing care to patients as needed, confers with physicians regarding patient care & responds to emergencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; employee training & development; supervisory principles/techniques\*; management\*; counseling; public relations; state & federal regulations, policies & procedures as related to nursing. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; 24 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 3 mos. trg. or 3 mos. exp. in employee training & development; 3 courses or 9 mos. exp. in public relations; 3 courses or 9 mos. exp. in counseling.

-Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, 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; exposed to unpredictable patient behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Psychiatric/DD Nurse Manager	65526	EX	10/04/2015	16

**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.)**

Serves as assistant/associate director of nursing, assists director of nursing in development & implementation of nursing policies & procedures, assists in development & implementation of & monitors quality assurance programs & serves as liaison between nursing/medical services & other disciplines, reviews & evaluates budgetary needs (e.g., equipment; supplies; manpower), writes & reviews reports,

OR

Serves as clinical nurse manager under direction of assistant/associate director of nursing, responsible for 24 hour clinical, administrative, operational management of one or two behavioral healthcare inpatient nursing unit/units, assists assigned staff in developing evaluating & achieving unit goals, objectives & quality outcome for patients in collaboration with interdisciplinary behavioral health care team, directs decisions related to recovery focused treatment for patients, accountable for prescribing, delegating, coordinating & evaluating nursing care, assists in developing, implementing & monitoring quality assurance/performance improvement programs, serves as liaison between nursing/medical services & other clinical services disciplines, reviews, evaluates budgetary needs & writes & reviews for assigned areas of responsibility.

Supervises employees to provide nursing care for patients, interviews applicants & makes recommendations for hiring of professional & non- professional nursing staff, completes performance evaluations, approves/disapproves leave requests, initiates disciplinary actions, counsels & advises staff, develops orientation & training programs, coordinates work schedule, monitors patients' charts for nursing compliance with standards & assists staff in performing nursing duties as needed.

Attends & conducts in-service training, serves on various committees, serves as member of interdisciplinary teams & attends &/or conducts meetings, seminars & workshops.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; supervisory principles/ techniques; management; state & federal regulations, policies & procedures as related to nursing; counseling; public relations. Skill in operation of medical equipment. Ability to deal with many variables & determine specific action; deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; completion of undergraduate core program in nursing; 36 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 18 mos. trg. or 18 mos. exp. in supervision; 18 mos. trg. or 18 mos. exp. in management; 12 mos. trg. or 12 mos. exp. in counseling; 12 mos. trg. or 12 mos. exp. in public relations.

-Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, 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 weekends & holidays; exposed to communicable diseases; exposed to unpredictable patient behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Psychiatric/DD Nurse Director	65527	EX	10/04/2015	17

**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 & manages psychiatric/DD nursing services & programs, plans, organizes, develops & implements nursing policies & procedures, coordinates nursing department quality assurance plan, monitors & assures hospital compliance with external reviewers (e.g., Medicare/Medicaid, fire marshal), investigates all unusual problems involving patient care &/or ward/unit/program management, serves as consultant & liaison to subordinates & all other hospital clinical & administrative staff & with other resources (e.g., community agencies, local, state & federal agencies), develops, writes & updates nursing services & program manuals & conducts rounds in all patient care areas to review patient care services.

Supervises nursing personnel in nursing administration & patient care, recruits, interviews & recommends nursing staff appointments, completes performance evaluations, approves/disapproves leave requests, recommends/ implements disciplinary actions, hears/adjusts grievances, conducts staff meetings, counsels & advises staff, provides orientation for new employees, assesses training & educational needs of staff & develops programs to meet these staff needs.

Serves on committees, conducts &/or attends meetings, seminars & workshops, reviews & monitors records & reports (e.g., medical, incident, kardex, infection control) & writes reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; management; supervision; departmental, state & federal regulations, policies & procedures as related to nursing; counseling; interviewing; public relations. Skill in operation of medical equipment. Ability to deal with many variables & determine specific action; write meaningful, concise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing & nursing registration per Section 4723.03 of Revised Code; completion of undergraduate core program in nursing; 36 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 30 mos. trg. or 30 mos. exp. in management; 30 mos. trg. or 30 mos. exp. in supervision; 18 mos. trg. or 18 mos. exp. in public relations; 18 mos. trg. or 18 mos. exp. in counseling.

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

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

Biennial renewal of licensure as a registered nurse.

**UNUSUAL WORKING CONDITIONS:**

Exposed to communicable diseases; exposed to unpredictable patient behavior.