

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

Nurse Practitioner

**SERIES NUMBER**

6565

**MAJOR AGENCIES**

All Agencies

**EFFECTIVE**

12/14/2014

**SERIES PURPOSE**

The purpose of the nurse practitioner is to serve as a health care or mental health care provider in an institutional, facility and/or correctional setting assuming specific health care or mental health care duties & providing health or mental health consultation for patients & families in coordination with interdisciplinary health care or mental health team.

**CLASS TITLE**

Correctional / Nurse Practitioner

**JOB CODE**

65651 / 65652

**PAY GRADE**

15

**EFFECTIVE**

2/27/2011

**CLASS CONCEPT**

The advanced level class works under administrative direction & requires extensive knowledge of skilled registered nursing procedures & advanced nurse practices in order to serve as health care provider in an institutional, facility and/or correctional setting & assume specific health care duties within boundaries of licensure (i.e., performs physical examinations, obtains health history, analyzes & documents findings, creates & implements care plan & prescribes medication &/or treatment per bylaws/policy), provide health consultation for patients & families in coordination with interdisciplinary health care team.

**CLASS TITLE**

Correctional / Advanced Practice Nurse – Psychiatric – Mental Health

**JOB CODE**

65653 / 65654

**PAY GRADE**

15

**EFFECTIVE**

2/27/2011

**CLASS CONCEPT**

The advanced level class works under administrative direction & requires extensive knowledge of skilled registered nursing procedures & advanced nurse practices in order to serve as mental health care provider in an institutional, facility and/or correctional setting & assume specific mental health care duties within boundaries of licensure (i.e., performs mental health evaluations, obtains mental health history, analyzes & documents findings, creates & implements mental health care treatment plan & prescribes psychiatric medication consistent with formulary and/or by bylaws/policy &/or other mental health treatment), write mental health evaluations & reports for offenders in need of &/or receiving psychiatric level of care & maintain written account of patient progress & provide mental health consultation for patients & families in coordination with interdisciplinary mental health care team.

**JOB TITLE**

Correctional Nurse Practitioner Supervisor

**JOB CODE**

65655

**PAY GRADE**

18

**EFFECTIVE**

12/14/2014

**CLASS CONCEPT**

The supervisory level class works under administrative direction & requires extensive knowledge of professional nursing in order to supervise advanced practice nursing staff & to plan, direct, develop & evaluate all advanced practice nursing care services delivered to patients & supervise assigned staff in assigned region.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional / Nurse Practitioner	65651 / 65652	11	2/27/2011	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.)**

1. Creates & implements patient care plans and performs advanced nursing duties within boundaries of licensure:
  - a. Monitors progress of patients and intervenes in the course of chronic illness.
  - b. Performs routine physical examinations of patients to determine control or status of chronic conditions & diagnose new conditions.
  - c. Evaluates acute & chronically ill patients & prescribes medications or administers treatment of acute & chronically ill patients.
  - d. Completes discharge planning/follow-up care for clients/patients/youth/inmates with chronic care and/or medical issues.
  - e. Performs minor surgery as training & competency allows.
  - f. Evaluates necessity for referral consultations inside or outside the institutional, facility or correctional setting.
  - g. Orders & reviews results of laboratory, x-ray & other diagnostic testing.
  - h. Inoculates or vaccinates patients against communicable diseases.
2. Maintains required medical records:
  - a. Documents medical information gathered during patient interviews according to agency guidelines, policies, protocols & agency-professionally accredited standards.
  - b. Documents assessments & diagnostic impressions including treatment plans & follow up parameters.
  - c. Cooperates monthly with institutional Chief Medical Officer (CMO) or agency equivalent for medical quality oversight.
3. Provides clinical direction to registered nurses, licensed practical nurses, phlebotomists & other caregivers.
4. Participates in professional & agency committees & meetings:
  - a. Attends professional institutional specific meetings as requested by warden, deputy warden or chief medical officer.
  - b. Participates in continuous quality improvement measures & attends monthly meeting.
  - c. Attends quarterly medical meetings.
  - d. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding health maintenance & promotion & identifies health risk factors.
  - e. Attends in-services &/or other continuing education offerings relative to growth & development as nurse practitioner.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of skilled registered nursing procedures; advanced nurse practices; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; health care services & program management; counseling; interviewing. Skill in use of equipment (e.g., surgical equipment, ophthalmoscope, stethoscope, BP cuff, EKG machine, otoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding patient care & treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Valid license as Registered Nurse; completion of Nurse Practitioner program & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723.

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

Must obtain Drug Enforcement Agency number for scheduled drugs within 1 month of employment. Must satisfy all requirements to maintain licensure.

**UNUSUAL WORKING CONDITIONS**

Works in a secure institutional, facility or correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional / Advanced Practice Nurse – Psychiatric – Mental Health	65653 / 65654	11	2/27/2011	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.)**

1. Provides direct psychiatric/mental health care, creates & implements mental health treatment plan & performs advanced nursing duties within boundaries of licensure:
  - a. Monitors mental health progress of patients & intervenes in the course of mental illnesses using agency policies & protocols for guidance.
  - b. Performs routine & crisis mental health evaluations & reports of patients in need of &/or receiving psychiatric level of care to determine mental health diagnosis.
  - c. Evaluates patients with acute & chronic mental illness & prescribes medications or administers treatment.
  - d. Evaluates necessity for referral of consultations inside or outside the institutional, facility and/or correctional setting.
  - e. Orders & reviews results of laboratory & other diagnostic testing.
2. Maintains required mental health records:
  - a. Documents mental health information gathered during patient interviews/histories according to agency guidelines, policies, protocols & agency-professionally accredited standards.
  - b. Documents mental health assessments & diagnostic impressions & follow up parameters.
  - c. Writes mental health evaluations & reports for offenders in need of &/or receiving psychiatric level of care.
  - d. Writes summary & maintains written account of patient progress & is instrumental in the development of treatment plans for offenders on the mental health caseload.
3. Provides clinical direction to registered nurses & other subordinate mental health staff; provides for medical consultation to all programs in mental health.
4. Participates in professional & agency committees & meetings:
  - a. Attends professional meetings as requested by warden, director of clinical services or equivalent.
  - b. Participates in continuous quality improvement & Suicide Prevention Assessment & Response Team or equivalent activities; attends meetings as requested.
  - c. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding mental health maintenance & promotion & identifies mental health risk factors.
  - d. Attends in-services &/or other continuing education offerings relative to growth & development as advanced practice nurse – psychiatric – mental health.
  - e. Directs preparation of technical information materials & continuing education seminars; maintains clinical competency.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of skilled registered nursing procedures; advanced nursing practice in psychiatric/mental health; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; mental health care services & program management; counseling; interviewing. Skill in use of equipment (e.g., BP cuff, EKG machine, otoscope, ophthalmoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding mental health treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Valid license as Registered Nurse; completion of advanced level practice nurse program for Clinical Nurse Specialist or Certified Nurse Practitioner in psychiatric/mental health specialty & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723.

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

Must obtain Drug Enforcement Agency number for scheduled drugs within 1 month of employment. Must satisfy all requirements to maintain licensure. Must maintain clinical competency & collaboration with psychiatrist in accordance

with ORC 4723.

**UNUSUAL WORKING CONDITIONS**

Works in a secure institutional, facility or correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

<b>CLASS TITLE</b>	<b>JOB CODE</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY GRADE</b>
Correctional Nurse Practitioner Supervisor	65655	EX	12/14/2014	18

**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.)**

1. Provides supervision to professional nursing staff to plan, direct, develop & evaluate all nursing care in assigned region:
  - a. Monitors & oversees health care services
  - b. Supervises professional nurse practitioners &/or advanced practice nurses & approves/disapproves leave requests & completes & signs performance evaluations & handles disciplinary problems, schedules, assigns & reviews work, recruits, interviews & recommends applicants for hire, trains new hires
  - c. Implement nursing care programs
  - d. Reviews & update current programs
  - e. Updates nursing policies & procedure manual
  - f. Prepares nursing budget
  - g. Serves as liaison with other units in organization to ensure services are provided
  - h. Provides leadership for quality assurance functions
  - i. Monitors & evaluates the delivery of medical services
  - j. Conducts &/or attends health care meetings
2. Maintains required records:
  - a. Directs record keeping & reporting procedures
  - b. Reviews compliance with ODRC policy & protocol, state &/or federal regulations & court orders
  - c. Maintains patients medical & psychological histories
3. Develops & implements treatment plans:
  - a. Monitors patient medication usage & results
  - b. Prescribes medications as allowed by state regulations
  - c. Administers medications including those administered by injection
  - d. Consults with physicians or other professionals when unusual or complex cases are encountered

**MAJOR WORKER CHARACTERISTICS**

Knowledge of skilled registered nursing procedures; advanced nurse practices; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; supervisory principles/techniques; labor relations; health care services; program management; counseling & interviewing. Skill in use of medical equipment (e.g., surgical equipment, ophthalmoscope, stethoscope, BP cuff, EKG machine, otoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding patient care & treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Valid license as Registered Nurse; completion of advanced level practice nurse program for Clinical Nurse Specialist or Certified Nurse Practitioner & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723; 5 years' experience in planning, administering & compliance with health care program(s).

-Or 5 years' experience as Correctional/Nurse Practitioner, 65651/65652.

-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 & maintenance of advanced practice nursing licensure & certification.

**UNUSUAL WORKING CONDITIONS**

Works shifts, weekends & holidays; exposed to communicable diseases & unpredictable behavior of violent inmate patients.