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.

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<tr>
<th>CLASS TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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</thead>
<tbody>
<tr>
<td>Correctional / Nurse Practitioner</td>
<td>65651 / 65652</td>
<td>15</td>
<td>2/27/2011</td>
</tr>
</tbody>
</table>

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.

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<tbody>
<tr>
<td>Correctional / Advanced Practice Nurse – Psychiatric – Mental Health</td>
<td>65653 / 65654</td>
<td>15</td>
<td>2/27/2011</td>
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</tbody>
</table>

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 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.

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<tr>
<td>Correctional Nurse Practitioner Supervisor</td>
<td>65655</td>
<td>18</td>
<td>12/14/2014</td>
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</table>

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