NEW AUG 0 – [illegible]

**OHIO CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

| CLASS TITLE: | CODE: |
|---|---|
| Peer Review Nurse | 65551C |
| MAJOR AGENCIES: County Offices, Universities | JURISDICTION: County |

**FUNCTION:** Under general supervision from physician administrator, psychiatric nurse director, institution superintendent or other administrative supervisor, monitors & assures quality care for all patients admitted to facility, assists in identification, assessment & correction of problems related to quality of patient care & maintains all appropriate peer review system records;

PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 46-66 | Monitors & assures quality care for all patients admitted to facility (e.g., reviews patient charts for quality care & compliance with standards; monitors admission & discharge procedures; reviews exception reports; processes peer reply mechanisms; monitors documentation of patient care, treatment plans & patient progress; completes admission, continued stay, discharge & mortality reviews; reviews & analyzes progress notes of treatment teams to insure quality care criteria is maintained, analyzes reports of hospital committees, external surveyors & other data sources to prepare overall action recommendations for quality assurance activities; evaluates activities of interdisciplinary team & makes recommendations to assure all residients needs are being met), observes & records patients condition & assists patients in personal care. | Knowledge of (1) psychiatric nursing, (2) patient & resident care, (3) clinical concepts & principles on documentation of patient care & peer review process, (4) agency, state &/or federal laws, standards, rules, regulations, policies, procedures &/or criteria governing practice of nursing & quality of care; ability to (5) interpret extensive variety of technical material, (6) proofread technical materials, recognize errors & make corrections, (7) develop good rapport with patients & facility staff. |
| 2 (878) 123:1-7-17 | 18-28 | Oversees & evaluates management of quality assurance programs; acts as liaison &/or resource person to central office, quality assurance program personnel & external surveyors (e.g., Joint Committee for Accreditation of Hospitals, Medicare); insures that professional nursing standards are maintained, identifies problems & recommends solutions; oversees & reviews information placed in computer; conducts continuity care review to provide optional nursing care for all patients; assists in public relations duties by researching & responding to inquiries &/or complaints, furnishing information, explaining peer review programs & promoting understanding of compliance with related standards; assists in annual programmatic evaluation of quality assurance program. | Knowledge of 1, 2, 3, 4, (8) public relations; ability to 5, 6, 7. |

*Developed after employment

**UNUSUAL WORKING CONDITIONS:** May work evenings or week-ends.

**MINIMUM CLASS REQUIREMENTS:** *(including license, if any.)* Current licensure as registered nurse in state of Ohio plus 12 mos. exp. as registered nurse in private, community or state facility for mentally ill or mentally retarded & developmentally handicapped or hospital facility required to meet J.C.A.H. accreditation standards.

**TRAINING & DEVELOPMENT:**

FORM ADM-4134

| CLASS TITLE | CODE: |
|---|---|
| Peer Review Nurse | 65551C |

CLASSIFICATION SPECIFICATION
*Developed for Equal Opportunity*

CLASS TITLE: Peer Review Nurse

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CODE: 65551C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 3 | 18-24 | Collects, codes & collates patient data; monitors maintenance of records & files pertaining to peer review system; prepares monthly & quarterly quality assurance reports for management committees; develops & maintains library of quality assurance & peer review information, manuals & reports. | Knowledge of 1, 2, 3, 4; ability to 5, (9) gather, collate & classify information about data, people or things. |

(879)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT

FORM ADM-4134

CLASS TITLE: Peer Review Nurse

CODE: 65551C