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

CLASSIFICATION SERIES:	SERIES NO.:
Peer Review Nurse	6555
MAJOR AGENCIES:	EFFECTIVE DATE:
All Agencies	06/20/1999

SERIES PURPOSE:
The purpose of the peer review nurse occupation is to review patient charts/client medical records, monitor admissions & discharges & evaluate notes of treatment teams & other hospital data sources to assure quality care for all persons admitted to state facility or PASSPORT home care enrollment; or to develop process to monitor & ensure PASSPORT case managers are adequately protecting health & safety of clients through individualized services & such services are cost effective; or to coordinate & monitor statewide long term care utilization review procedures & ensure program screeners & assessors adequately identify appropriate health care settings; or to conduct internal management audits of mental health services delivered to inmates in correctional institutions.

CLASS TITLE: CLASS NUMBER: Peer Review Nurse 65551

EFFECTIVE DATE:

06/20/1999

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of registered professional nursing & clinical concepts & principles on documentation of patient care & peer review process in order to conduct utilization reviews or internal management audits to ascertain & ensure quality & level of care for all persons admitted to state facility or receiving health care & community services outside of state owned/operated facility (e.g., home based services such as PASSPORT) or for all inmates receiving mental health services in adult correctional institution &/or to ensure compliance of services provided with applicable standards.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Peer Review Nurse	65551	011

EFFECTIVE DATE:

06/20/1999

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

Coordinates activities & functions of utilization review program to assure quality care for persons admitted to state facility or receiving health care & community services outside of state owned/operated facility (e.g., timely review of all patient charts & medical records for quality care & compliance with standards; monitors appropriateness of admissions, continued stays & discharge procedures; monitors timeliness of treatment planning, documentation of patient care & service responses; evaluates & analyzes progress notes & deficiency reports of hospital committees, external surveys, interdisciplinary teams & other data sources; develops process to monitor & ensure PASSPORT case managers are adequately protecting health & safety of clients through individualized services & such services are cost effective; coordinates & monitors statewide long term care utilization review procedures & ensures program screeners & assessors adequately identify appropriate health care settings); or conducts internal management audits of mental health services provided to inmates in adult correctional institutions (e.g., ensures accurate & timely adherence to applicable standards; determines quality of compliance; reviews inmates' quality of life).

Reviews quality assurance programs & prepares recommendations for quality assurance activities & reports findings to utilization review committee or other designated departmental staff; assists in annual evaluation of quality assurance program or coordinates monitoring process to ensure proper application of preadmission review criteria for home-based & community services; recommends peer review program policies & procedures; acts as liaison &/or resource person to central office & quality assurance program personnel; ensures that professional nursing & Medicare/Medicaid standards are maintained; conducts care reviews to provide optional nursing care for all patients; coordinates monitoring criteria; assists in public relations duties by researching & responding to inquiries &/or complaints relating to peer review program; promotes understanding of compliance with required standards; meets with other departments, consumer groups & providers to discuss & respond to case management &/or other issues.

Collects, codes & collates patient data; monitors maintenance of records & files pertaining to peer review system; prepares & maintains required reports, electronically stored data &/or periodic statistical quality assurance reports; develops & maintains library of quality assurance & peer review information, manuals & reports; attends conferences, inservice training, staff meetings &/or utilization review committee meetings; assists in development of clinical practice manual for assigned program; develops & presents training; assists on units when necessary/during emergency (e.g., passes medications).

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; federal, state & department rules governing practice of nursing & peer review process; public relations. Skill in use of office equipment (e.g., computer, typewriter, xerox)*. Ability to read & comprehend patient/case management &/or utilization records, interdisciplinary team reports & professional reports & recommendations; review & write medical, statistical & evaluative reports relating to quality care of patients/clients; handle sensitive inquiries from & contacts with professional staff, officials, patients/clients, general public, insurance companies &/or consumer groups.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; 12 mos. exp. as Registered Nurse in private, community or state facility for patients with mental illness or mental retardation & developmental handicap or hospital facility required to meet J.C.A.H. accreditation standards.

-Or equivalent of 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 license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpredictable behavior of patients; may require travel.