

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

Correctional Advanced Practice Nurse

SERIES NUMBER

6565

MAJOR AGENCIES

Rehabilitation & Correction only

EFFECTIVE

12/06/2009

SERIES PURPOSE

The purpose of the correctional advanced practice nurse is to serve as a health care or mental health care provider in a 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.

JOB TITLE

Correctional Nurse Practitioner

JOB CODE

65651

PAY GRADE

15

EFFECTIVE

09/13/2009

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 a 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), provide health consultation for patients & families in coordination with interdisciplinary health care team.

JOB TITLE

Correctional Advanced Practice Nurse – Psychiatric – Mental Health

JOB CODE

65652

PAY GRADE

15

EFFECTIVE

12/06/2009

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 a 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 &/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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Nurse Practitioner	65651	11	09/13/2009	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 plan & performs advanced nursing duties within boundaries of licensure:
 - a. Monitors progress of patients & intervenes in the course of chronic illnesses using DRC policies & protocols for guidance.
 - 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. Performs minor surgery as training & competency allows.
 - e. Evaluates necessity for referral consultations inside or outside the institution.
 - f. Orders & reviews results of laboratory, x-ray & other diagnostic testing.
 - g. 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 & ACA standards.
 - b. Documents assessments & diagnostic impressions including treatment plans & follow up parameters.
 - c. Cooperates with monthly institutional CMO 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 correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Advanced Practice Nurse – Psychiatric – Mental Health	65652	11	12/06/2009	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 DRC 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 institution.
 - 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 & ACA 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 institutional specific meetings as requested by warden, deputy warden or director of clinical services.
 - b. Participates in continuous quality improvement & SPART 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 correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.