



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

---

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHIATRIC NURSE IV	43*	B	10.306
PSYCHIATRIC NURSE III	41*	B	10.305
PSYCHIATRIC NURSE II	39*	B	10.307
PSYCHIATRIC NURSE I	37*	B	10.309

**SERIES CONCEPT**

Under general supervision of a higher level nurse, Psychiatric Nurses provide professional nursing care to mentally ill, intellectually disabled, and/or mentally and physically ill (or disabled) individuals, in an institution or out-patient setting in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Identify patient health care needs utilizing physical and behavioral professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Prepare nursing care plans by assessing patient's psychological and physical condition and conferring with other health care professionals; evaluate needs and develop nursing diagnoses, plans for treatment, services and health education based on the present and predicted needs of the patient; identify immediate and long-term care goals; review and revise care plans as needed.

Participate in multi-disciplinary treatment teams by coordinating health services and treatment; collaborate with professional and paraprofessional staff to ensure optimum health care.

Administer medications intravenously, subcutaneously, intramuscularly, topically and orally as prescribed by a physician or designee as allowed in the practice setting; ensure correct time, dosage and appropriate route of administration; count controlled medications to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate personnel of action taken.

Maintain safety, health and well being of individuals in the therapeutic environment as allowed in the practice setting; may assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative; follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Triage and assess patient's physical and mental health status and recommend admission for inpatient or outpatient services according to established policies and criteria.

May serve as a community liaison nurse, assisting patients in making the transition from institution to the community or assisting patients which are community based, by providing a broad range of nursing services.

Assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests.

Develop/implement nursing discharge plans; work with other disciplines to coordinate services; ensure that appropriate referrals are made; educate patients and families on medications, drug interactions, and special care requirements.

\* **Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.**

<b>PSYCHIATRIC NURSE IV</b>	<b>43</b>	<b>B</b>	<b>10.306</b>
<b>PSYCHIATRIC NURSE III</b>	<b>41</b>	<b>B</b>	<b>10.305</b>
<b>PSYCHIATRIC NURSE II</b>	<b>39</b>	<b>B</b>	<b>10.307</b>
<b>PSYCHIATRIC NURSE I</b>	<b>37</b>	<b>B</b>	<b>10.309</b>

Page 2 of 5

**SERIES CONCEPT (cont'd)**

Take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize a patient's condition and prevent more serious complications pursuant to established policy.

Document nurse progress notes in medical charts including patient's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure all applicable regulatory standards are met including documentation of the care delivery process.

Perform quality assurance and/or utilization review audits and compliance activities; ensure effective and efficient patient care and adherence to community standards of nursing care and/or standards established by accrediting bodies.

Carry out therapeutic procedures which provide for the emotional and physical comfort of patients.

Provide education to patients and their families related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff.

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Assist patients with activities of daily living and encourage them to perform activities without help as appropriate; supervise and/or participate in therapeutic interventions; serve as a positive role model at all times.

Coordinate and/or participate in clinics; obtain prior approval for billing purposes as needed; schedule appointments; provide or arrange for transportation; conduct screening tests; give immunization injections; create and maintain associated records.

Supervise paraprofessional and technical staff which may include Licensed Practical Nurses, Mental Health or Retardation Technicians, and/or Forensic Specialists as assigned; delegate to other personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Psychiatric Nurse IV:** Under general direction, in addition to performance of all or part of the duties described in the series concept, positions allocated to this class:

- 1) Organize and direct the nursing services for mentally ill, mentally retarded, and/or mentally and physically ill (or disabled) individuals, in an institution or out-patient setting which provides 16 hours of professional nursing care; may rotate on-call duties with other health care providers; or
- 2) Provide supervision to subordinate supervisors and have operations and administrative responsibility for planning, organizing and directing the nursing services for a total shift, in an institution for mentally ill, mentally retarded, and/or mentally and physically ill (or disabled) individuals which provides 24-hour nursing care.

<b>PSYCHIATRIC NURSE IV</b>	<b>43</b>	<b>B</b>	<b>10.306</b>
<b>PSYCHIATRIC NURSE III</b>	<b>41</b>	<b>B</b>	<b>10.305</b>
<b>PSYCHIATRIC NURSE II</b>	<b>39</b>	<b>B</b>	<b>10.307</b>
<b>PSYCHIATRIC NURSE I</b>	<b>37</b>	<b>B</b>	<b>10.309</b>

Page 3 of 5

**CLASS CONCEPTS (cont'd)**

**Psychiatric Nurse III:** Under direction, incumbents perform all of the duties described in the series concept, and serve as a first-line supervisor including providing work direction, and resolving patient care and staffing issues; assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate professional staff in an assigned work area on a shift.

**Psychiatric Nurse II:** Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class may have infection control, quality assurance, utilization review, staff training, admissions, outpatient services and/or other specialized assignments as a primary or secondary duty. This is a professional psychiatric nurse, and incumbents function at the journey level.

**Psychiatric Nurse I:** Under immediate supervision, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- \* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
- \* Pursuant to NRS 284.4066, some positions have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances

**INFORMATIONAL NOTE:**

- \* A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.

**PSYCHIATRIC NURSE IV**

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and five years of professional nursing experience including two years in a supervisory capacity and four years of experience in a facility or institution working with individuals with mental illness or intellectual disabilities; **OR** two years as a Psychiatric Nurse III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** staffing requirements for an assigned work area on a shift; principles and practices of supervision; application of work performance standards for subordinate staff; budgeting processes including the cost impact of staffing levels and overtime. **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies; minimum staffing requirements for a total shift in a 24-hour facility, or for an entire facility that provides less than 24-hour nursing care; allocation of human resources. **Ability to:** plan and organize work of subordinate staff; participate in the budget process; write concise and informative reports; solve complex problems and develop creative solutions; justify budgetary requests for supplies, equipment and staffing; effectively communicate with all levels of staff in the facility, vendors, providers and regulatory bodies; act as a role model to staff; demonstrate positive public relations skills; develop and implement plans of action and evaluate outcomes; carry out multiple assignments and

PSYCHIATRIC NURSE IV	43	B	10.306
PSYCHIATRIC NURSE III	41	B	10.305
PSYCHIATRIC NURSE II	39	B	10.307
PSYCHIATRIC NURSE I	37	B	10.309

Page 4 of 5

## MINIMUM QUALIFICATIONS (cont'd)

### PSYCHIATRIC NURSE IV (cont'd)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

meet deadlines; efficiently schedule staff; identify service and staff needs; conduct internal investigations; *and all knowledge skills and abilities required at the lower levels.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** minimum staffing requirements for a total shift in a 24-hour facility or for a whole facility that provides less than 24-hour nursing care. **Ability to:** prepare and defend budgets; demonstrate nursing leadership skills.

### PSYCHIATRIC NURSE III

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and three years of professional nursing experience, two of which included working in a facility or institution with individuals with mental illness or intellectual disabilities; **OR** one year as a Psychiatric Nurse II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** documentation process. **Working knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques; organization and communication techniques. **General knowledge of:** staffing requirements for a shift; principles and practices of supervision. **Ability to:** deal effectively with personnel and staffing issues; respond to and resolve patient care issues; participate in internal investigations; *and all knowledge, skills and abilities required at the lower levels.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychiatric Nurse IV.*)

### PSYCHIATRIC NURSE II

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience, one of which included working in a facility or institution with individuals with mental illness or intellectual disabilities; **OR** one year as a Psychiatric Nurse I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** current nursing practices, principles, methods and procedures used in psychiatric/mental health nursing; application of the psychiatric nursing process including assessment, diagnosis, planning, intervention and evaluation; uses and effects of psychotropic medications used in nursing; psychiatric principles and therapeutic interventions utilized in nursing care of individuals with mental illness or intellectual disabilities through cooperation with a treatment team and physician; documentation process; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures used in the practice setting; physical restraint techniques and procedures as allowed in the practice setting; client centered care. **Ability to:** respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, admissions and/or outpatient services; *and all knowledge, skills and abilities required at the lower level.*

PSYCHIATRIC NURSE IV	43	B	10.306
PSYCHIATRIC NURSE III	41	B	10.305
PSYCHIATRIC NURSE II	39	B	10.307
PSYCHIATRIC NURSE I	37	B	10.309

Page 5 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### PSYCHIATRIC NURSE II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychiatric Nurse III.)*

#### PSYCHIATRIC NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and one year of professional nursing experience; **OR** one year as a Registered Nurse I in Nevada State service caring for psychiatric or developmentally disabled patients; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders. **General knowledge of:** current nursing practices, principles, methods and procedures; application of the nursing process including assessment, diagnosis, planning, intervention and evaluation; uses and effects of medications used in nursing; documentation process; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures used in the practice setting; physical restraint techniques and procedures as allowed in the practice setting; client centered care. **Ability to:** interview clients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of an individual; develop, implement and evaluate a nursing care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to patients and families; provide emergency medical treatment as allowed in the practice setting; assist in physically restraining patients consistent with department policy; establish and maintain cooperative working relationships with supervisors, staff, patients and families; delegate appropriate assignments to subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychiatric Nurse II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.306</u>	<u>10.305</u>	<u>10.307</u>	<u>10.309</u>
ESTABLISHED:	4/1/67	7/1/99P 10/2/98PC	4/1/67	1/1/61
REVISED:	12/15/69		12/15/69	12/15/69
REVISED:	3/1/85		3/1/85	3/1/85
REVISED:				4/11/86-3
REVISED:	7/1/89LG		7/1/89LG	7/1/89LG
REVISED:	1/19/94R		1/19/94R	1/19/94R
	9/1/94UC		9/1/94UC	9/1/94UC
REVISED:	7/1/97LG		7/1/97LG	7/1/97LG
REVISED:	7/1/99P		7/1/99P	7/1/99P
	10/2/98PC		10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16RNC