



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#14-17

March 7, 2017

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Cassie Moir at cmoir@admin.nv.gov no later than April 4, 2017.

If no written objections are received in this office by April 4, 2017, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #22-17
Posting Expires: April 4, 2017

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.375	Community Health Nurse IV	43	B	<i>10.375</i>	<i>Community Health Nurse IV</i>	<i>43</i>	<i>B</i>
10.376	Community Health Nurse III	41	B	<i>10.376</i>	<i>Community Health Nurse III</i>	<i>41</i>	<i>B</i>
10.377	Community Health Nurse II	39	B	<i>10.377</i>	<i>Community Health Nurse II</i>	<i>39</i>	<i>B</i>
10.378	Community Health Nurse I	37	B	<i>10.378</i>	<i>Community Health Nurse I</i>	<i>37</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health and Human Services (DHHS), Division of Public and Behavioral Health (DPBH), the Division of Human Resource Management has conducted a review of the Community Health Nurse series. Analysts within the Division of Human Resource Management partnered with subject matter experts from DPBH, and as a result of this review, it is recommended that revisions be made the series concept, class concept and minimum qualifications.

It is recommended that the series concept be modified to replace “family planning” with “reproductive health” which is the current terminology used by the industry and by adding the professional title “Advanced Practice Registered Nurse (APRN)” in accordance with AB107 (2013). The provisions of AB107 (2013) allow an APRN to practice to the fullest extent of their nationally recognized scope of practice based on education and competency level within a designated role and population focus. If an APRN has not practiced for more than two years or two-thousand hours and wishes to prescribe Scheduled II Controlled Substances that APRN must have prescribing protocols that have been approved by a physician and submit a copy of those protocols to the Nevada State Board of Nursing.

It is also recommended that the class concepts for the Community Health Nurse IV and Community Health Nurse III be modified to clarify their respective duties and responsibilities and to add distinguishing characteristics between these two levels.

It is further recommended that the Special Requirements be amended to require the inclusion of an applicant’s licensure and certification with the employment application. Also, it is recommended that licensure from the State of Nevada be required at the time of appointment to allow for APRNs and Registered Nurses from other states to apply, greatly expanding the candidate pool. It is recommended that the Education & Experience section of the minimum qualifications, at each level, be amended to reflect these changes.

Lastly, it is recommended that minor revisions be made to the minimum qualifications, to maintain consistency with verbiage, formatting and structure.

The agency feels that the recommended changes will improve recruitment efforts without reducing the quality of candidates and make the class specification consistent with the requirements of other nursing series (e.g., Correctional Nurse, Psychiatric Nurse, License Practical Nurse and Registered Nurse).

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 4, 2017. Objections should be addressed to Cassie Moir, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 7, 2017



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>
COMMUNITY HEALTH NURSE IV	43*	B	10.375
COMMUNITY HEALTH NURSE III	41*	B	10.376
COMMUNITY HEALTH NURSE II	39*	B	10.377
COMMUNITY HEALTH NURSE I	37*	B	10.378

SERIES CONCEPT

Community Health Nurses provide professional nursing services requiring licensure as an *Advanced Practice Registered Nurse (APRN) and/or* Registered Nurse in clinics, homes, schools[;] and other community settings. Services include community-focused individual and group education for health promotion and risk identification and reduction, diagnosis and treatment of sexually transmitted diseases and other gynecological conditions according to established protocols[;] and delivery of individualized preventive health care.

Provide [~~family planning~~] *reproductive health* services; initiate a medical record; obtain health information including specimens and samples as required; educate and counsel clients regarding [~~family planning~~] *reproductive health* choices and preventive health measures; dispense birth control supplies and contraceptives according to established procedures.

Identify and treat communicable and sexually transmitted diseases; conduct health screenings[;] and collect laboratory specimens according to protocol; analyze and interpret test results; dispense and monitor treatment regimen; conduct epidemiological investigations and case management of clients and contacts; comply with safety and health standards; complete administrative forms, documentation; and reporting requirements; educate and counsel clients on reducing risk behaviors to prevent infection.

Conduct infant and child health assessments and counseling; obtain medical history; conduct physical and developmental assessments including the Denver Developmental Screening Test to evaluate child's gross motor, language, fine motor-adaptive[;] and personal-social skills; teach and counsel parents in parenting skills; make referrals to area specialists and programs; counsel clients on program requirements; and follow up with clients as required regarding health status and treatment results.

Administer immunizations, determining type and correct dosage required; counsel and educate patient or guardian regarding potential side-effects and appropriate comfort measures after vaccination; document client's immunization record.

Perform adult health assessments and identify both physical and emotional health problems; provide treatment within established protocols and/or refer client to appropriate medical specialist or program.

Consult and collaborate with organizations and agencies in the community to encourage health, wellness; and disease prevention; participate in health fairs and special clinics; conduct home visits as necessary; network with community groups, senior services[;] and schools regarding health related issues; respond to medical and health questions by answering general questions and referring callers to appropriate services.

Perform administrative duties including compiling narrative reports and statistics; submit required paperwork and documents for budgets; maintain accurate medical records and inventory of supplies; provide work direction to county employees, volunteers and student nurses as assigned.

Perform related duties as assigned.

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

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CLASS CONCEPTS

Community Health Nurse IV: Under general direction *of the program manager*, incumbents are licensed *as an APRN with an Active Prescribing designation and certification in* Women’s Health [~~Nurse Practitioners~~] or Family Practice [~~Nurse Practitioners~~] with *technical* supervisory responsibility for the delivery of public health nursing care and the operation of community health clinics in a region of the State; coordinate [~~clinic staffing and family planning~~] *and direct reproductive health* program activities between clinic sites and communities; develop, implement[;] and evaluate clinic protocols; ensure medical equipment and supplies are available; *and* provide [~~general and~~] technical supervision to subordinate staff. *Incumbents work within the scope of practice of an APRN with an Active Prescribing designation and practice protocols as set forth in the Nurse Practice Act, Chapter 632 of the Nevada Revised Statutes and Administrative Code.*

In addition to performing the full range of duties described in the series concept, participate in scheduled [~~family planning~~] *reproductive health* clinics which include: conducting annual physical exams; performing laboratory tests such as pap smears; counseling clients on various birth control methods; prescribing and dispensing birth control medications and devices; and providing training and acting as a preceptor for nurse practitioners in-training and sexually transmitted disease nurse clinicians. *The Community Health Nurse IV level is distinguished from the Community Health Nurse III by the level of licensure requirement and scope of work assigned. This is the technical supervisory level in this series.*

Community Health Nurse III: Under [~~general supervision~~] *direction of the program manager or a higher-level nurse*, incumbents [~~are licensed Women’s Health Nurse Practitioners or Family Practice Nurse Practitioners and~~] *serve as a first-line supervisor and* perform the full range of duties described in the series concept. [~~In addition, they participate in scheduled family planning clinics which include: conducting annual physical exams; performing laboratory tests such as pap smears; counseling clients on various birth control methods; and prescribing and dispensing birth control medications, and devices; provide training and act as a preceptor for nurse practitioners in-training and sexually transmitted disease nurse clinicians.~~] Incumbents [~~may~~] supervise professional nursing [~~and support~~] staff assigned to a community health clinic [~~and its satellite offices including providing work direction, and resolving patient care and staffing issues; assign and review work, evaluate~~] *to include performance evaluations, work performance standards, scheduling, work assignment and review, [and provide counseling] training and discipline[; of subordinate staff]. Incumbents direct and supervise the provision of community health nursing services in Nevada’s rural counties to include supervising the nursing practices of all subordinate staff; promoting effective and efficient quality patient care; ensuring the use of accepted nursing practices in compliance with regulatory and community standards; and ensuring the safe and secure storage and administration of medications and related supplies including overseeing the inventory and reporting of discrepancies as required. Incumbents assist with planning, developing and implementing nursing goals and objectives; developing training programs to assist in development of nursing skills; providing training opportunities to nursing and support staff to ensure the safety, health and well-being of all personnel and patients; developing and interpreting policies, procedures, objectives, standards and goals for nursing services, including interpreting and applying theoretical concepts of nursing into the delivery of nursing care; developing and implementing master staffing plans for assigned clinics within the constraints of budget and personnel; and integrating nursing services with other health services in the community. The Community Health Nurse III level is distinguished from the Community Health Nurse II by the full range of supervision exercised. This is the administrative supervisor and incumbents function at the advanced journey level.*

Community Health Nurse II: Under general supervision, incumbents perform the full range of duties described in the series concept either in conjunction with other nurses in an urban clinic or independently in a small rural clinic. Incumbents may provide work direction to other professional nurses and support staff. This is a professional nurse; and incumbents function at the journey level.

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CLASS CONCEPTS (cont'd)

Community Health Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing duties described in the series concept. This is the trainee 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:

- * A valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Some positions require certification as a communicable disease clinician at time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled drugs.
- * *Certification and Licensure must be included with the employment application.*
- * *Licensure from the State of Nevada is required at the time of appointment.*

INFORMATIONAL NOTE:

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

COMMUNITY HEALTH NURSE IV

EDUCATION AND EXPERIENCE: Current license to practice as an ~~[Registered Nurse]~~ *Advanced Practice Registered Nurse (APRN), including Active Prescribing designation, [in the State of Nevada,] with certification [as a] in Women's Health [Nurse Practitioner] or Family Practice [Nurse Practitioner, and four years of professional community health nursing experience], OR an APRN, including Active Prescribing designation and one [of which must have included supervisory responsibilities] year of experience in a women's health or family practice setting.* (See Special Requirements and Information Note)

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

Working knowledge of: *State laws and agency policies and procedures applicable to personnel management and principles and practices of supervision; treatment protocols; and community health nursing service delivery.* **General knowledge of:** minimum staffing requirements for a clinic; budgeting process including the cost impact ~~[of staffing levels and overtime]~~ *to provide service, billing and revenue.* **Ability to:** ~~[supervise]~~ *apply and implement the Nurse Practice Act in varied health care delivery situations; direct* community health nurses including organizing work flow to accomplish established objectives; provide training ~~[and review effectiveness of subordinate staff; prepare and defend budgets;],~~ demonstrate nursing leadership skills and act as a role model to staff; *motivate staff and others to provide quality and timely services; [write concise and informative reports;] develop, implement and refine policies, procedures and protocols related to patient care in accord with state and federal regulations;* develop and implement plans of action and evaluate outcomes; *modify services to accommodate community needs; [carry out multiple assignments and meet deadlines; efficiently schedule staff;] identify [service and-] staff needs; [motivating others]; and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY HEALTH NURSE IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: minimum staffing requirements for assigned community health clinics; ~~[budgeting process including the cost impact of staffing levels and overtime]~~ *scheduling of clients to maximize resources; coding for services; and billing.*

COMMUNITY HEALTH NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse, ~~[in the State of Nevada]~~ ~~[certification as a Women's Health Nurse Practitioner or Family Practice Nurse Practitioner,]~~ *Bachelor's degree in nursing* and ~~[three]~~ *two* years of professional nursing experience in a ~~[community]~~ *public* health setting, *one year of which includes supervisory/management nursing experience; OR one year of experience as a Community Health Nurse II in Nevada State service; OR an equivalent combination of education, licensure and experience as described above.* (See *Special Requirements and Informational Note*)

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

~~[Detailed knowledge of: documentation process; human anatomy and advanced patho-physiology and pharmacology; current medical terminology; physical examination methods and techniques.]~~ **Working knowledge of:** ~~[medical and psychiatric diagnoses and major signs and symptoms including familiarity with the DSM-4 and ICD-9 diagnostic and procedure manuals; practices, methods and procedures used in community health nursing; medication protocols including therapeutic effects, side effects and toxicity, and common dosages; medical diagnosis and treatment procedures of physical and mental illness within the authorized scope of practice; State Board of Health, NRS and NAC standards.]~~ *the Nevada State Nurse Practice Act; supervisory principles, practices and procedures; current community health nursing practices, principles, methods and procedures; application of the nursing process including assessment, diagnosis, planning, intervention and evaluation. General Knowledge of: medical terminology sufficient to communicate with other health care providers; documentation process; uses and effects of medications used in nursing and laws regulating the dispensing of medication; operation and use of standard medical equipment; health education as applied to disease prevention, infectious diseases, and birth control; prevention and treatment of sexually transmitted diseases; community dynamics and cultural diversity as related to community health services. Ability to:* ~~[interview patients to elicit information concerning health and medical history, symptoms and/or complaints; clinically assess, diagnose, and treat illness and health conditions within authorized scope of practice; properly interpret results of examinations, laboratory tests and X-rays; develop, implement and evaluate a medical care plan; provide patient education and counseling; prepare and maintain medical records, charts and reports; maintain patient confidentiality; develop and maintain effective working relationships with medical colleagues, preceptor and patients]~~ *schedule staff and monitor the use of overtime to maximize efficiency and administer effective nursing care within established budget allocations; review performance evaluations, disciplinary actions and terminations to ensure fair and consistent application of established policies and regulations; evaluate delivery of care and purpose of sound solutions to service delivery problems; develop and implement nursing policies and procedures and provide leadership and direction to subordinate staff; develop and maintain budgets, records, charts, plans, reports and statistics related to nursing services; diagnose and treat uncomplicated sexually transmitted and other communicable diseases within established protocols; provide nursing services at multiple sites and facilities; justify budgetary requests for supplies, equipment and staffing; demonstrate positive public relations skills; and all knowledge, skills and abilities required at lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY HEALTH NURSE III (cont'd)

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

~~[Working knowledge of: departmental policies and procedures; treatment protocols specific to community health nursing.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse IV.)~~

COMMUNITY HEALTH 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 year of which was in a ~~[community]~~ public health setting; **OR** one year of experience as a Community Health Nurse I in Nevada State service; **OR** an equivalent combination of education, *licensure* and experience *as described above*. ~~[(See Special Notes and Requirements)] (See Special Requirements and Informational Note)~~

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

Working knowledge of: nursing principles and therapeutic interventions utilized in community health nursing; uses and effects of medications used in community health nursing; documentation process; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; health education and training techniques; clinic staffing requirements; community health service programs and resources. **General knowledge of:** applicable regulatory standards; routine laboratory tests and diagnostic procedures. **Ability to:** *interview patients to elicit information concerning health and medical history, symptoms and/or complaints; clinically assess and treat in accordance with policy and protocol illness and health conditions within authorized scope of practice;* respond and resolve patient care issues within established and accepted nursing practice; work independently and follow through on assignments with minimum direction; *and all knowledge, skills and abilities required at lower level.*

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

~~[Ability to: diagnose and treat uncomplicated sexually transmitted and other communicable diseases within established protocols; provide nursing services at multiple sites and facilities; justify budgetary requests for supplies, equipment and staffing; demonstrate positive public relations skills.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse III.)~~

COMMUNITY HEALTH 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; **OR** an equivalent combination of education, *licensure* and experience *as described above*. *(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; universal precautions and infection control techniques and procedures. **General knowledge of:** application of the nursing process including assessment, diagnosis, planning, intervention[;] and evaluation; medical terminology sufficient to communicate with other health care providers; documentation process; uses and effects of medications used in nursing and laws regulating the dispensing of medication; 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. **Ability to:** interview patients to elicit a

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY HEALTH NURSE I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; counsel clients and explain treatment plans; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals, groups[.] and families; establish and maintain cooperative working relationships with supervisors, staff, patients and families.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health 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>10.375</u>	<u>10.376</u>	<u>10.377</u>	<u>10.378</u>
ESTABLISHED:	3/1/85	7/16/66	4/1/66	4/1/66
REVISED:		10/19/78R	10/19/78R	10/19/78R
		3/9/79PC	3/9/79PC	3/9/79PC
REVISED:		3/1/85	3/1/85	3/1/85
REVISED:		11/13/87-3		
REVISED:	7/1/89LG	7/1/89LG	7/1/89LG	7/1/89LG
REVISED:		3/13/90-3		
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	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:	4/4/17UC	4/4/17UC	4/4/17UC	4/4/17UC