



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM

HR#12-18

REVISED

February 28, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – PSYCHIATRIC NURSE
SERIES

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 March 30, 2018.

If no written objections are received in this office by March 30, 2018, 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 #17-18
Posting Expires: March 30, 2018

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
10.306	Psychiatric Nurse IV	43*	B	<i>10.306</i>	<i>Psychiatric Nurse IV</i>	<i>43*</i>	<i>B</i>
10.305	Psychiatric Nurse III	41*	B	<i>10.305</i>	<i>Psychiatric Nurse III</i>	<i>41*</i>	<i>B</i>
10.307	Psychiatric Nurse II	39*	B	<i>10.307</i>	<i>Psychiatric Nurse II</i>	<i>39*</i>	<i>B</i>
10.309	Psychiatric Nurse I	37*	B	<i>10.309</i>	<i>Psychiatric Nurse I</i>	<i>37*</i>	<i>B</i>

Basis for Recommendation

At the request of both the Division of Public & Behavioral Health and the Division of Human Resource Management, Recruitment Unit, it is recommended that an Informational Note be added to the Psychiatric Nurse series in order to be consistent with the Correctional Nurse and Registered Nurse series.

The Informational Note details that out of state applicants must have a temporary license as a Registered Nurse issued by the Nevada State Board of Nursing at the time of appointment and must obtain permanent licensure as a Registered Nurse issued by the Nevada State Board of Nursing as a condition of continuing employment.

Minor revisions to the Education & Experience section of the Minimum Qualifications were made to account for the addition of the Informational Note and to maintain consistency with formatting and structure. Also, minor changes were made to the series and class concepts to account for changes in verbiage.

This change will allow for greater flexibility in the recruitment process and create a larger pool of applicants which the agency can draw from.

Throughout the review, management staff within DPBH and analysts within the DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions 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 March 30, 2018. 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: February 28, 2018



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 *with developmental delays, developmental disabilities, intellectual disabilities or social, emotional and/or behavioral disorders*, 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.

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

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SERIES CONCEPT (cont'd)

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.

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]** *Developmental Support* 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 *individuals with developmental delays, developmental disabilities, intellectual disabilities or social, emotional and/or behavioral disorders* ~~[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

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CLASS CONCEPTS (cont'd)

- 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 *individuals with developmental delays, developmental disabilities, intellectual disabilities or social, emotional and/or behavioral disorders* [~~mentally ill, mentally retarded, and/or mentally and physically ill (or disabled) individuals~~] which provides 24-hour nursing care.

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.
- * *Out of state applicants must have a temporary license as a Registered Nurse issued by the Nevada State Board of Nursing at the time of appointment and must obtain permanent licensure as a Registered Nurse issued by the Nevada State Board of Nursing as a condition of continuing employment.*

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, *developmental disabilities* or intellectual disabilities; **OR** two years as a Psychiatric Nurse III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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MINIMUM QUALIFICATIONS (cont'd)

PSYCHIATRIC NURSE IV (cont'd)

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 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, *developmental disabilities* or intellectual disabilities; **OR** one year as a Psychiatric Nurse II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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, *developmental disabilities* or intellectual disabilities; **OR** one year as a Psychiatric Nurse I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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

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MINIMUM QUALIFICATIONS (cont'd)

PSYCHIATRIC NURSE II (cont'd)

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

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~~] *individuals with mental illness, developmental disabilities or intellectual disabilities*; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirements and Informational Notes)

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

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PSYCHIATRIC NURSE III
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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
REVISED:	3/30/18UC	3/30/18UC	3/30/18UC	3/30/18UC