



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#19-18

April 5, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – REGISTERED 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 Heather A. Dapice at hdapice@admin.nv.gov no later than May 3, 2018.

If no written objections are received in this office by May 3, 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 #19-18**
Posting Expires: **May 3, 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
10.352	Registered Nurse V	41*	B	<i>10.352</i>	<i>Registered Nurse V</i>	<i>41*</i>	<i>B</i>
10.354	Registered Nurse IV	39*	B	<i>10.354</i>	<i>Registered Nurse IV</i>	<i>39*</i>	<i>B</i>
10.355	Registered Nurse III	38*	B	<i>10.355</i>	<i>Registered Nurse III</i>	<i>38*</i>	<i>B</i>
10.359	Registered Nurse II	37*	B	<i>10.359</i>	<i>Registered Nurse II</i>	<i>37*</i>	<i>B</i>
10.358	Nurse I	35*	B	<i>10.358</i>	<i>Nurse I</i>	<i>35*</i>	<i>B</i>

Basis for Recommendation

The Department of Veterans Services, requested a review of the Registered Nurse Series resulting from the need to have positions with additional supervisory responsibility.

In consultation with Subject Matter Experts (SME) from the Department of Veterans Services and Analysts within the Division of Human Resource Management, it is recommended that the class concept for the Registered Nurse IV be amended to reflect that positions “*may supervise lower level Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants and/or other professional, technical or administrative staff as required.*” It is further recommended that the Class Concept for the Registered Nurse II and Nurse I be amended to maintain consistency with formatting and structure.

It is further recommended that minor revisions be made to the Education & Experience section of the Minimum Qualifications, at Registered Nurse V, IV, III, and II, to allow for equivalent experience and to maintain consistency with formatting and structure.

Throughout the review, management staff within the Department and analysts within 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 May 3, 2018. Objections should be addressed to Heather A Dapice, Supervisory Personnel Analyst, 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: April 5, 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>
REGISTERED NURSE V	41*	B	10.352
REGISTERED NURSE IV	39*	B	10.354
REGISTERED NURSE III	38*	B	10.355
REGISTERED NURSE II	37*	B	10.359
NURSE I	35*	B	10.358

SERIES CONCEPT

Under general supervision of a higher-level nurse, physician, or Mid-Level Practitioner, Registered Nurses provide general or specialized professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Coordinate health services and treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care; carry out therapeutic procedures which provide for the emotional and physical comfort of patients; identify patient health care needs utilizing 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 patients 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.

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 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.

Obtain approval from referral source for diagnostic tests, professional consultations and therapies; provide information for billing purposes and coordination of care.

Assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests; take timely, effective and proper measures to provide and maintain hygienic environments.

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

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 applicable regulatory standards are met including documentation of the care delivery process.

Provide education to patients and their families related to good health habits, prescribed treatment, and medication; and provide health related education and training to staff.

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

REGISTERED NURSE V	41*	B	10.352
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Page 2 of 6

SERIES CONCEPT (cont'd)

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.

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

May 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

Registered Nurse V: Under direction, incumbents are assigned to a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home) and perform one of the following:

- 1) Coordinate patient care in an assigned area and serve as a first-line supervisor for at least one registered nurse and other nursing and direct care staff as assigned; resolve staffing issues, assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate staff. Participate in budget preparation for medical equipment, resources, and staffing. Perform all of the duties described in the series concept and the Registered Nurse IV class concept including resolving patient care issues, in accordance with regulatory requirements.
- 2) Coordinate the facility-wide collection and reporting of information required by the Health Care Finance Administration, Medicare; actively participate in the treatment team to develop the patient care plan; ensure appropriate follow-up to areas identified for further assessment; transmit completed information to Medicare for reimbursement; ensure information is gathered and transmitted within established policies, procedures and guidelines.
- 3) Coordinate the placement of patients in a skilled nursing facility by assessing the patient's medical and behavioral condition and level of care required and determining when appropriate placement in the skilled nursing facility may occur to meet the needs of the patient and the facility. Identify potential referral sources and develop effective working relationships; work closely with families and applicants to provide and collect information and facilitate the admissions process; assist patients with determining eligibility for Medicaid and Veterans' Administration benefits. Develop, monitor, and modify admissions criteria as necessary, and maintain current waiting lists.

Registered Nurse IV: Under general supervision, incumbents perform the full range of duties outlined in the series concept for patients who, due to their acuity level, require care in a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home) *and may supervise lower level Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, and/or other professional, technical or administrative staff as required.* Patients in such a facility are either convalescing from a serious injury or surgery, or they have chronic medical and/or mental conditions which require 24-hour skilled nursing care, but not acute care which is provided in a hospital. Incumbents maintain the safety, health, and well being of patients in the practice setting using the least restrictive interventions appropriate for patients who may be hostile and combative.

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NURSE I	35*	B	10.358

CLASS CONCEPTS (cont'd)

Registered Nurse IV: (cont'd)

Positions in this class may have infection control, staff training and/or other specialized assignments as a primary or secondary duty. This is a fully trained professional registered nurse, and incumbents function in an inpatient setting.

Registered Nurse III: Under general supervision, incumbents perform the full range of duties outlined in the series concept in a clinical, rehabilitation, research, student health or other similar outpatient setting. This is a fully trained professional registered nurse, and incumbents function in an outpatient facility.

Registered Nurse II: Under immediate supervision, incumbents continue to acquire the necessary skills and experience required to perform the full range of duties outlined in the series concept. *Progression to either the Registered Nurse III or Registered Nurse IV may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority. This is the continuing trainee level in the series.* [~~Incumbents function below the journey level. Employees satisfactorily completing one year as a Registered Nurse II in the advanced trainee capacity, and with the recommendation of the appointing authority, may progress to the class of Registered Nurse III.~~]

Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. *Progression to the Community Health Nurse I, Correctional Nurse I, Psychiatric Nurse I or Registered Nurse II may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority. This is the trainee level in the series.* [~~Employees satisfactorily completing one year as a Nurse I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Psychiatric Nurse I, Correctional Nurse I, Community Health Nurse I, or Registered Nurse II.~~]

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 the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.
- * Per NRS 632.305, the Nevada State Board of Nursing may, after verifying that an applicant meets all licensure requirements, issue an Interim Permit authorizing the applicant (for a Nurse I position) to practice nursing until the results of their examination for licensure are received. The Interim Permit is for a period not to exceed 90 days and is immediately revoked if a candidate fails the examination. Any person working under the authority of an Interim Permit may not represent themselves as a licensed registered nurse. Passing the licensure examination is a requirement for continuing employment in the Nurse I class.

REGISTERED NURSE V	41*	B	10.352
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NURSE I	35*	B	10.358

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- * Out of state applicants must have a temporary license issued by the Nevada State Board of Nursing at the time of appointment.

REGISTERED NURSE V

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and three years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home) or ensuring regulatory compliance of skilled nursing facilities; ***OR one year of experience as a Registered Nurse IV in Nevada State service performing duties as described above; 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:** current nursing practices, principles, methods and procedures used to care for patients in a skilled nursing facility; staffing requirements for a 24-hour skilled nursing facility; organization and communication techniques. **General knowledge of:** the Health Care Finance Administration, Medicare assessment tool and its impact on revenue streams. **Ability to:** plan, organize and direct the work of subordinate staff; deal effectively with personnel and staffing issues; identify multi-disciplinary treatment needs; participate in internal investigations; prepare concise and informative reports; participate in the budgetary process; act as a role model to staff; develop and implement plans of action and evaluate outcomes; carry out multiple assignments and meet deadlines; *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: departmental policies and procedures; supervisory techniques and practices; application of work performance standards for nursing staff; cost impact of staffing levels and overtime; budgeting and statistics.

REGISTERED NURSE IV

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and two years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home), hospital or home healthcare services; ***OR one year of experience as a Registered Nurse II in Nevada State service performing duties as described above; OR*** an equivalent combination of education and experience. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: common physical and mental health disorders which require placement in a skilled nursing facility; nursing diagnosis and intervention of patient's response to acute and chronic illness; the effect of different life stages on the physiological response to commonly used medications in the practice setting. **Ability to:** monitor, assess and intervene in the care of patients experiencing a wide variety of acute and chronic health problems; assess changes in patient's condition and intervene appropriately; assess outcomes of prescribed medications/treatments; recognize and respond appropriately to hostile and combative behavior; *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: policies, procedures and regulations applicable to patient care in an inpatient skilled nursing facility. **Ability to:** follow standards of practice established by the agency.

REGISTERED NURSE V	41*	B	10.352
REGISTERED NURSE IV	39*	B	10.354
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NURSE I	35*	B	10.358

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

REGISTERED NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and two years of professional nursing experience; **OR** *one year of experience as a Registered 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):

Working knowledge of: nursing principles and therapeutic interventions utilized in the practice setting through cooperation with a treatment team and physician; quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; uses and effects of medications used in the practice setting; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures used in the practice setting; nutrition and personal hygiene as applied to patient care; human growth and development; staff education and training techniques. **General knowledge of:** clinic staffing requirements. **Ability to:** respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, and/or outpatient services; *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: agency regulations, policies and procedures related to patient care; documentation process.

REGISTERED NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and one year of professional nursing experience; **OR** *one year of experience as a 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; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; *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 Registered Nurse III.)

NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse; **OR** an Interim Permit issued by the Nevada State Board of Nursing. (See *Special Requirements and Informational Notes*)

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

General knowledge of: application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; documentation process; uses and effects of medications used in nursing; operation and use of medical equipment in the practice setting; 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 health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing

REGISTERED NURSE V	41*	B	10.352
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REGISTERED NURSE II	37*	B	10.359
NURSE I	35*	B	10.358

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

NURSE I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals and families; provide emergency medical treatment as required; 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 Registered 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>10.352</u>	<u>10.354</u>	<u>10.355</u>	<u>10.359</u>	<u>10.358</u>
ESTABLISHED:	1/1/61	5/25/01UC	3/1/85	7/1/99P 10/2/98PC	9/1/63
REVISED:	12/1/68				12/1/68
REVISED:	3/1/85				3/1/85
REVISED:					8/6/87-3
REVISED:	7/1/89LG		7/1/89LG		7/1/89LG
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:	5/25/01UC		5/25/01UC	5/25/01UC	5/25/01UC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG
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REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	6/17/11UC	6/17/11UC	6/17/11UC	6/17/11UC	6/17/11UC
REVISED:	5/3/18UC	5/3/18UC	5/3/18UC	5/3/18UC	5/3/18UC