



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#44-18

August 31, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CORRECTIONAL
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 Beverly Ghan at bghan@admin.nv.gov no later than October 3, 2018.

If no written objections are received in this office by October 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 #9-19
Posting Expires: October 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	EEO-4
10.316	Correctional Nurse III	41*	B	<i>10.316</i>	<i>Correctional Nurse III</i>	<i>41*</i>	<i>B</i>
10.318	Correctional Nurse II	39*	B	<i>10.318</i>	<i>Correctional Nurse II</i>	<i>39*</i>	<i>B</i>
10.319	Correctional Nurse I	37*	B	<i>10.319</i>	<i>Correctional Nurse I</i>	<i>37*</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM), Recruitment Unit, and in consultation with the Department of Corrections and the Department of Health and Human Services, Division of Child & Family Services, it is recommended that an Informational Note be added to the Correctional Nurse series to be consistent with the Psychiatric 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. As a result, the Special Requirement indicating “*licensure as a Registered Nurse in the State of Nevada is required at the time of appointment and as a condition of continuing employment*” was removed.

Minor revisions to the Education & Experience section of the Minimum Qualifications were made to maintain consistency with formatting and structure.

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

Throughout the review, management staff within the affected agencies 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by October 3, 2018. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: August 31, 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>
CORRECTIONAL NURSE III	41*	B	10.316
CORRECTIONAL NURSE II	39*	B	10.318
CORRECTIONAL NURSE I	37*	B	10.319

SERIES CONCEPT

Under general supervision of a higher-level nurse, Correctional Nurses provide professional nursing care to patients in a correctional setting in accordance with the authorized scope of practice specified in the Nurse Practice Act and Nevada Revised Statutes.

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 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.

Coordinate health services and treatment; conduct sick calls for inmates with medical complaints; identify inmates requiring immediate medical treatment; obtain physician's or designee's orders for treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care.

Administer medication to identified patients as prescribed by a physician or designee; ensure correct time, dosage and route of administration; deliver medication to inmates confined to their cells; obtain and distribute non-prescription medications such as aspirin, lozenges, cold tablets; count controlled medications and needles, syringes, and sharps 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 medications administered and refused; if necessary, notify appropriate personnel of action taken.

Perform physical assessments and 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 such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize the patient's condition and prevent more serious complications pursuant to established policy and security conditions.

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.

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

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

CORRECTIONAL NURSE III
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SERIES CONCEPT (cont'd)

Provide patient education 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.

Maintain safety, health and well being of individuals in the therapeutic environment; 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.

Coordinate and/or participate in clinics; schedule appointments; conduct screening tests; give immunization injections; create and maintain associated records.

Coordinate outside medical appointments for inmates; schedule appointments; arrange for transportation; inform patient of special instructions required as appropriate.

May delegate to other personnel direct care duties consistent with their licensure, certification and competency; supervise inmates assigned to the infirmary.

Perform related duties as assigned.

CLASS CONCEPTS

Correctional Nurse III: Under direction, in addition to performance of all or part of the duties described in the series concept, positions allocated to this class:

- 1) 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 staff in an assigned work area on a shift.
- 2) Coordinate and provide health related training for medical, custody and other staff on a statewide basis; assess training needs; plan, develop, implement and evaluate health related training programs; track attendance and maintain documentation for credentialing and other mandatory certification; develop budget and statistical reports as required.

Correctional 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, outpatient services and/or other specialized assignments as a primary or secondary duty. This is a professional nurse, and incumbents function at the journey level.

Correctional Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing the 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.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * All positions require current 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.
- * ~~[Licensure as a Registered Nurse in the State of Nevada is required at the time of appointment and as a condition of continuing employment.]~~

INFORMATIONAL NOTES:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.
- * Probationary employees must successfully complete "pre-service" training (PST) provided by the department.
- * As a condition of appointment and continuing employment, positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts including evenings, weekends, and/or holidays.
- * *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.*

CORRECTIONAL NURSE III

EDUCATION AND EXPERIENCE: License as a Registered Nurse and three years of professional nursing experience in a correctional or institutional setting; **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):

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. **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies. **Ability to:** plan and organize work of subordinate staff; participate in the budget process.

CORRECTIONAL NURSE II

EDUCATION AND EXPERIENCE: License as a Registered Nurse and two years of professional nursing experience, one of which was in a correctional or institutional setting; **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)

CORRECTIONAL NURSE II (cont'd)

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

Working knowledge of: application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; documentation process; uses and effects of medications used in the practice setting; nursing principles and therapeutic interventions utilized in cooperation with a treatment team and physician or designee; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures; nutrition and personal hygiene as applied to patient care; human growth and development; physical restraint techniques and procedures as allowed in the practices. **General knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques. **Ability to:** provide nursing services within the limitations and security requirements of a correctional environment; 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 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 Correctional Nurse III.)

CORRECTIONAL NURSE I

EDUCATION AND EXPERIENCE: License as a Registered Nurse and one year of professional nursing experience; **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; documentation process; uses and effects of medications used in nursing; 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; physical restraint techniques and procedures as allowed in the practice setting. **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 care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to patients; provide emergency medical treatment as required; assist in physically restraining patients consistent with department policy; establish and maintain cooperative working relationships with supervisors, custody and medical 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 Correctional 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>10.316</u>	<u>10.318</u>	<u>10.319</u>
ESTABLISHED:	7/1/99P 10/2/98PC	3/13/81R 9/11/81PC	3/13/81R 9/11/81PC
REVISED:		3/1/85	3/1/85

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