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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR# 60-20

December 23, 2020

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – REGISTERED NURSE,
BBYCA

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than January 25, 2021.

If no written objections are received in this office by January 25, 2021, 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 #04-21
Posting Expires: January 25, 2021

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
	New			<i>10.379</i>	<i>Registered Nurse, BBYCA</i>	<i>35</i>	<i>B</i>

Basis for Recommendation

At the request of the Office of the Military, Battle Born Youth ChalleNGe Academy (BBYCA), the Division of Human Resource Management (DHRM) developed a new class specification.

As a result of an Individual Classification Study (NPD-19), and in conjunction with subject matter experts from BBYCA, it is recommended that a new class specification be established with series and class concepts and minimum qualifications similar in verbiage, formatting and structure as the Nurse I class (10.358) of the Register Nurse (10.352) series. The new class specification, Registered Nurse, BBYCA, reflects the specialized work of the Office of the Military, BBYCA nursing staff. These nurses will not be required to go through two years as a trainee; will not be reporting to a higher level medical professional; will not make medical diagnoses, only triaging and referring to cadet parents and medical professionals; will oversee the voluntary residential care services of the BBYCA program; and will be administering medications, including type II medications.

A Registered Nurse, Battle Born Youth ChalleNGe Academy (BBYCA), within the Office of the Military, Nevada Army National Guard, provides general professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act in a 24/7 voluntary residential facility for 16 to 18-year-olds in a quasi-military environment.

In reviewing the job duties, it was determined the class aligns with the 10.000 Medical, Health and Related Services; Nursing Services Sub-Group F; and the EEO-4 job code B-Professionals. The grade comparison determined that the duties align with the Nurse I, 10.358, grade 35 (31+4), Health Program Specialist I, 10.238, grade 35, and Health Information Director, 10.231, grade 35.

As this position will not perform the full scope of responsibilities described in the existing Registered Nurse series, the agency feels that the new class specification meets their special need for a registered nurse outside of a typical institution, not reporting to a higher-level medical professional.

Throughout the development of the new class specification, management and staff within BBYCA and analysts within DHRM participated by offering recommendations and reviewing as the process progressed and they support the new class specification.

Note: This is a new class specification.

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. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by January 25, 2021. Objections should be addressed to Beverly Ghan, Deputy 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: December 23, 2020



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, BBYCA	35	B	10.379

SERIES CONCEPT

A Registered Nurse, Battle Born Youth ChalleNge Academy (BBYCA), within the Office of the Military, Nevada Army National Guard, provides general professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act in a 24/7 voluntary residential facility for 16 to 18-year-olds in a quasi-military environment.

Coordinate health services and treatment; collaborate with staff to ensure optimum care; carry out procedures which provide for the emotional and physical comfort of cadets; identify cadet's 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.

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

Obtain urine samples for laboratory tests as ordered by a physician; 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 cadet'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 cadets related to good health and personal hygiene habits, prescribed treatment, and medication; coordinate with the health department for sex education training; and 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.

Perform food hygienic service checks; inform appropriate staff of food allergies.

Schedule medical appointments for medication refills, ailments, injuries, etc.; provide or arrange for transportation; conduct screening tests; prepare cadets for tests, therapy or treatments; communicate arrangements and screening tests with appropriate staff and parents or guardians.

Supervise technical staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline, and may supervise other administrative, paraprofessional or professional staff as assigned.

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Positions require CPR certification as a condition of continuing employment.*
- * *Positions require a valid driver's license at the time of appointment and as a condition of continuing employment.*
- * *Positions are subject to call-back, overtime, stand-by status, and various work hours and/or shifts, evenings, weekends, and/or holidays as a condition of appointment and 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.*
- * *Out of state applicants must have a temporary license issued by the Nevada State Board of Nursing at the time of appointment.*
- * *Occasional off-site work may be required.*

EDUCATION AND EXPERIENCE: *Current license to practice as a Registered Nurse and one year of professional nursing experience. (See Special Requirements and Informational Notes)*

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

General knowledge of: *current nursing practices, principles, methods, and procedures; 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; State personnel rules and regulations. **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 individuals and families; provide emergency medical treatment as required; communicate both in writing and verbally with appropriate staff and parents or guardians; establish and maintain cooperative working relationships with supervisors, staff, cadets, and families; delegate appropriate assignments to subordinate staff; recruit, train and supervise technical and support staff.*

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.*

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.

10.379

ESTABLISHED: 01/25/21UC