



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