

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	6.452
	STATE OF HAWAII	6.453
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	Class Specifications	6.455
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REGISTERED NURSE II, III, IV, V and VI

This series includes positions that require knowledge of and the ability to apply the principles and practices of professional nursing in evaluating nursing needs; in providing nursing care and consultation to the ill, injured or infirmed; in maintaining health; and in preventing or mitigating the illness of others. Included are positions that provide, supervise or administer direct and/or indirect nursing care to patients in hospitals, clinics or other medical care facilities and/or to individuals in their homes, schools and other community settings. Positions also prepare and implement in-service and/or out-service nursing education programs; give consultative and advisory services to nurses providing direct service to patients, to community health facilities and to program management staffs on such aspects of nursing as program development and the quality of nursing care provided.

This series emphasizes a common core of professional nursing knowledge and techniques that are applicable in any setting and with any patient group. Recognizing this generic concept of professional nursing, this series of classes represents positions engaged in a wide variety of nursing programs. Despite the variety of settings, all nursing positions are oriented toward providing professional nursing care and consultation services in assisting individuals to obtain and maintain the maximum benefits of good health.

The following types of nursing characterize typical work situations and programs in which registered nurses are located:

General Duty and/or Clinic Nursing: Work involves responsibility for direct and/or indirect nursing care to patients in hospitals, infirmaries, sanitarium or similar health care facilities. Positions in this area may involve assignment to one, or rotation among, the various clinical services of the institution (e.g., obstetrics, pediatrics, surgery, orthopedics, outpatient, geriatrics, tuberculosis, psychiatric, Hansen's disease, etc.).

Public Health Nursing: With emphasis on case finding and follow through, health guidance and teaching, and liaison with community health and related services, positions in this area provide direct and/or indirect nursing care oriented toward maintaining health and preventing illness, as well as toward treatment and cure. Positions may involve assignment to a specific geographic area and/or to specialized community public health clinics.

Level Distinctions

Classes in this series are distinguished from each other by differences in:

1. Nature and variety of work;
2. Nature of supervision received;
3. Nature of available guidelines for performance of work;
4. Originality required;
5. Nature and purpose of person-to-person relationships;
6. Nature and scope of recommendations, decisions, commitments and conclusions;
7. Nature and extent of supervision exercised; and
8. Knowledge and abilities required.

Use of Specialty Titles

Departments may use working titles indicating the type of nursing and/or clinical service specialty served. Example: Registered Nurse (psychiatric).

This is an amendment to the class specifications for the Registered Nurse series which were approved on November 24, 2006.

DATE APPROVED: 6/3/13



BARBARA A. KRIEG, Director
Department of Human Resources Development

REGISTERED NURSE II

6.452

Distinguishing Characteristics:

Nature and Purpose of Work: This class is the entry level for registered nurses. Positions at this level receive on-the-job orientation and guidance in nursing policies and procedures and nursing care techniques. As incumbents of positions at this level increase in their ability to evaluate patients' conditions, render nursing diagnoses and perform standard nursing procedures, more complex assignments may be selected to progressively develop them for work at the next higher level. This may include the independent development of patient care plans, responsibility for operating an intermittent public health clinic, etc.

GENERAL DUTY/CLINIC

Assignments involve responsibility for providing professional nursing care and treatment services to patients, as well as directing the work of nursing assistants. These assignments are subject to continual review for conformance to professional nursing standards and may be made to all clinical services of the institution or to a particular nursing area (e.g., psychiatric, medical-surgical, pediatrics, etc.).

PUBLIC HEALTH

Assignments consist of a selected number of the less difficult cases within an assigned geographic area. This involves responsibility for establishing a nursing diagnosis and care plan for each patient and/or family visited; providing health education, counseling and guidance to patients and/or families, in addition to nursing care treatment services; and participating in specialized clinics.

Supervisory Controls: Positions at this level receive immediate supervision from a higher level nurse. They may be assigned the responsibility for implementing the nursing care plan initiated by a higher level nurse; or following specific and detailed instructions, they may develop nursing care plans for assigned patients and/or families.

Work is reviewed for effectiveness in implementing the physician's orders, the medical care plan as a whole, and the nursing needs of the patient. The performance of nursing techniques and procedures and ability to establish rapport with the patient are also evaluated.

Unusual situations or emergencies are referred to the supervisor who gives guidance, takes action, or refers to the physician.

The degree of supervision provided is relaxed as the level of knowledge, skills and abilities increase.

Guidance Available: Positions at this level receive orientation on the availability and use of guidelines such as doctors' orders, nursing procedure manuals, nursing protocols, nursing care plans, home visit guides and institution or agency policies and procedures. Strict conformance with explicit and detailed procedures and instructions is required.

Nature and Scope of Recommendations, Commitments and Decisions: Any recommendations made at this level are reviewed by a higher level nurse or by the supervisor for soundness of nursing diagnosis, thoroughness and accuracy of preliminary work and the application of sound reasoning and judgment.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Attends orientation and training sessions; provides nursing care and treatment services to patients; explains, demonstrates and interprets instructions and treatments prescribed by doctors and sees that they are carried out; charts nursing observations; makes home visits to investigate and resolve health problems, furnish advice, guidance and health supervision; directs nursing assistants in the care of patients and maintaining sanitary conditions; participates in clinics and health conferences.

Knowledge and Abilities Required:

Knowledge of: Nursing theory and practice; biological, physical, social and medicinal sciences related to nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and developments in nursing.

Ability to: Apply nursing theory and practice to planning and giving nursing care; recognize, interpret and evaluate symptoms of patient's condition and take appropriate action; establish and maintain good working relationships with hospital personnel and medical staff; direct the work of nursing assistants. Public health nursing positions also require the ability to understand and apply public health nursing principles and practices.

REGISTERED NURSE III

6.453

Distinguishing Characteristics:

Nature and Purpose of Work: Independently develops and implements nursing care plans for patients in one or more clinical services of a hospital, institution or clinic; or provides nursing care treatment and educational services as a public health nurse.

GENERAL DUTY/CLINIC

This is the staff/journey level for nursing positions that are assigned to one clinical service area or rotation among the various nursing areas of the institution or hospital (e.g., obstetrics, surgery, pediatrics, etc.). Assignments involve the responsibility for developing and implementing nursing care plans for patients with a wide range of nursing care problems; providing nursing care and treatment services to patients assigned to the unit; and assigning and directing the work of nursing assistants.

Positions may be assigned to a clinic or infirmary located in a non-medical institution or educational facility. Assignments include assisting the physician during clinic hours, evaluating and/or rendering first aid to out patients during off-clinic hours; and organizing clinic records, supplies, etc.

Positions at this level may be assigned to permanent shifts or may rotate among the day, evening or night shifts on a regularly scheduled basis.

Because they possess experience and the ability to evaluate patients' conditions and render comprehensive nursing diagnoses, positions may also serve as charge nurses, relieving the head nurse for the evening or night shift. This involves responsibility for providing patient care and treatment services per doctor's orders; implementing nursing care plans approved by the unit nursing supervisor; and responding to patient emergencies. Positions are not charged with responsibility for unit management activities.

PUBLIC HEALTH

Positions at this level carry the full caseload of an assigned geographic area. Positions provide public health nursing care treatment and educational services. The work involves establishing case priorities, developing and implementing nursing care plans for patients and/or families visited and organizing and conducting established clinics.

Supervisory Controls: Positions at this level typically function under the general supervision of a nursing supervisor. Nursing care plans are reviewed for conformance to doctor's orders, the patient's overall medical plan and/or other related conditions or problems. Upon approval of the plan, nursing positions function with considerable independence and responsibility in providing nursing care and treatment services to patients with a wide range of nursing care problems. Unusual situations arising with patients displaying complex and difficult medical conditions or other problems are referred to the supervisor and close guidance is received when assignments involve complex cases and clinics.

Guidelines Available: Guides found at level II are applicable at this level. However, positions at this level are thoroughly familiar with their use and application and are allowed wide latitude for their interpretation and implementation.

Nature and Scope of Recommendations, Commitments and Decisions: Recommendations made at this level are limited to individual patient care plans and treatment services. Review by the supervisor is of an administrative nature, to assure conformance to applicable policies and procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Plans and implements nursing care plans and treatment services for patients assigned to obstetric, pediatric, psychiatric and other wards; provides nursing care; serves as charge nurse for a unit on an assigned shift; charts nursing observations; assists a physician during patient examinations, surgeries, deliveries, etc.; keeps records on patients; plans and directs the work of nursing assistants; conducts home visits; establishes case priorities; organizes and manages established clinics.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the level II, applicants must have a thorough knowledge of nursing techniques and procedures and the ability to prepare comprehensive nursing diagnoses and nursing care plans, and plan and direct the work of nursing assistants. Public health nursing positions require knowledge of public health nursing principles and practices.

REGISTERED NURSE IV

6.454

Distinguishing Characteristics:

Nature and Purpose of Work: Supervises and participates in providing professional nursing care and treatment services; plans and implements in-service training programs for nurses and/or nursing assistants; and develops and implements nursing care plans for and provides related nursing services for the full range of public health nursing cases within a specific geographic area.

GENERAL DUTY/CLINIC

Positions at this level supervise and participate in the provision of skilled nursing services. Such responsibility involves determining the priorities of patient care needs and planning, assigning, reviewing and evaluating the work of subordinate nursing personnel, in addition to planning and providing nursing care and treatment services.

Positions at this level may also be responsible for planning and implementing in-service training programs for nurses and nursing assistants. Positions may also serve as clinical specialists, providing direct service in complex nursing situations and demonstrating to the nursing staff new techniques and methods of patient care.

PUBLIC HEALTH

Positions at this level independently provide public health nursing care, treatment and educational services to a wide variety of groups within an assigned geographic area. This responsibility covers a wide range of case complexities and involves case finding; establishing case priorities based on the nursing needs of the individual and/or family; the organization and management of specialty clinics; establishing and implementing a nursing care plan for each patient and/or family visited; and the direction of nursing assistants and lower level nurses, as assigned. It also involves population based interventions that facilitate healthy lifestyles and disease prevention across the lifespan in target populations.

Supervisory Controls: Supervisory controls over this level are general in nature. Results desired are indicated in general terms, and alternative methods that may be used are suggested, but not explicitly prescribed. Nursing positions at this level are expected to be sufficiently expert in their knowledge and judgment to warrant only cursory review of their decisions. However, more immediate guidance and control are given when complex and unusual nursing situations arise.

Guidelines Available:

General Duty - Guides available at level III are utilized as reference sources. However, their applicability is not always apparent. Therefore, interpretations and adaptations are required to secure results which are compatible with sound nursing principles, practices and procedures.

Public Health - Guides found at level III are applicable at this level.

Nature and Scope of Recommendations, Commitments and Decisions: Final authority to make commitments and decisions is limited to the nursing aspects of case management and/or clinical service area activities. Positions with supervisory responsibility have final authority to approve nursing care plans prepared by lower level registered nurses.

Decisions made by positions at this level are reviewed for conformance to nursing programs, policies and procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Supervise and participate in the provision of skilled nursing services; determines priorities of patient care needs; plans, assigns, reviews and evaluates the work of subordinate nursing personnel; instructs staff in nursing care and techniques; conducts home visits, organizes and manages specialty clinics; plans and implements nursing care plans; provides nursing care and treatment services.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at level III, must have applicable knowledge of hospital/institution or public health nursing programs and the methods and procedures necessary for their implementation. Positions with supervisory responsibility must also possess the ability to plan, assign, review and evaluate the work of others.

REGISTERED NURSE V

6.455

Distinguishing Characteristics:

Nature and Purpose of Work: Oversees all patient care units and hospital-wide services on an assigned shift; organizes and manages a specialty clinic in support of a medical program; and/or serves as a program specialist in a particular clinical service or subject matter area of nursing. Such responsibility includes providing consultative and educational services to nurses, program administrators and others for the development and improvement of nursing programs, policies, procedures and practices.

GENERAL DUTY/CLINIC

Positions at this level serve as a House Supervisor and are responsible for supervising nursing care and treatment services for all patient care units and coordinating hospital-wide services on an assigned shift. This involves responsibility for planning and providing nurse care and treatment services on an assigned shift; coordinating support services to meet hospital staffing and patient care needs and insure timely and efficient patient flow; making decisions on patient care issues in the absence of the nurse manager and/or higher level supervisor; and participating in the development, revision and implementation of nursing programs, policies and procedures.

In certain instances, where the area covered by a general hospital is extensive, positions in this class may manage out-patient clinics established in remote areas.

PUBLIC HEALTH

In public health nursing situations, positions are responsible for organizing and managing a specialty clinic in support of a particular medical program. This involves the scheduling of clinic activities and personnel, the inventory and stock control of supplies and equipment, the establishing of priorities in relation to clinic activities and other general management functions necessary to the day-to-day operations of the clinic and the implementation of the medical program. Positions may also develop and provide expanded community education and information programs in an effort to maximize the services offered by the clinic.

ALTERNATE SITUATION

Positions at this level may be program specialists in a particular clinical service or subject matter area of nursing. As such they may plan, organize and coordinate

community and/or institution educational and consultative services relative to the specialized nursing techniques, methods and treatment services characteristic of a particular medical program. This responsibility involves assisting nurses and program administrators in the development and improvement of nursing programs, policies and procedures; planning and conducting education programs within a specific clinical service area; and supervising subordinate nursing and/or clerical personnel.

Supervisory Controls: Supervision received is very general in nature and is limited to assuring conformance of work to administrative policies and procedures and program goals and objectives.

Guidelines Available: Determinations made by positions at this level are based on specialized knowledge and on precedents and decisions that can be interpreted and applied through the use of judgment and an awareness of proper nursing practices and procedures. The goals, objectives, policies and procedures of the medical program establish the area of responsibility.

Nature and Scope of Recommendations, Commitments and Decisions: Positions at this level are delegated authority to make final decisions concerning the direction of work; changes in procedures, scheduling, etc., that affect the daily operations of assigned area; and the establishment of priorities and/or emergent nature of patients' conditions. However, no authority is granted to make changes that will affect the basic nature of the program.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

As House Supervisor, decides on the priority and emergent nature of patient care needs; maintains standards of nursing care and carries out hospital rules and regulations; directs and coordinates the administrative and nursing service activities during the day, evening or night shift, holidays and other days as needed; responds to all codes; coordinates the admission and transfer of patients in and out of the facility; may be assigned to investigate and follow up on incident reports; assists in contacting personnel for overtime in case of unplanned absences; evaluates the work of subordinate personnel; may make ward rounds; organizes and manages a specialty clinic; recommends changes in policies and procedures; provides nursing care and treatment services as necessary; assists in the conduct of a medical program by developing and implementing consultative and educational services concerned with the development and improvement of nursing programs, policies, procedures and practices; interprets program policies, rules and regulations.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at level IV, applicants must possess the ability to assist in the development of policies and procedures; prepare oral and written reports; and deal effectively with the general public and hospital staff in conducting education and information programs.

REGISTERED NURSE VI

6.456

Distinguishing Characteristics:

Nature and Purpose of Work: Provides professional nursing leadership in directing and supervising the general nursing care and treatment services at a small hospital or directing the nursing care, treatment services and health education activities provided by public health nurses within an assigned geographic area. Positions at this level, in addition to providing consultative and education services concerning nursing practices, techniques and procedures, are responsible for planning and developing, in support of the overall medical program, new projects utilizing nurses and other para-medical personnel. This includes the formulation of policies and procedures, as well as organization and staffing patterns.

GENERAL DUTY/CLINIC

Positions at this level are responsible for planning, organizing and supervising all the general nursing care and treatment services of a small hospital. Positions represent the highest level of nursing direction in the specific setting and are responsible for planning and scheduling the work of the nursing personnel; evaluating the work of subordinate staff; deciding priorities and emergent nature of patients' care needs; and other activities concerned with the nature and quality of the nursing service. Responsibility does not, normally, extend beyond the supervision of nursing care and treatment activities.

PUBLIC HEALTH

Positions at this level are responsible for planning, organizing and supervising the nursing care, treatment services and health education activities provided by public health nurses within an assigned geographic area. This involves the establishment of priorities (based on an evaluation of the area's needs) for the implementation of new

medical programs; review and evaluation of field nurses' cases; extensive work with community groups in establishing new health programs; and developing operating policies and procedures.

Supervisory Controls: This class receives general direction from the medical administrator of the unit, hospital, etc. Public Health nursing and consultant/education service positions may be supervised by higher level nursing personnel. Supervision, however, is nominal and administrative in nature.

Guidelines Available: Guides found at level V are applicable at this level.

Nature and Scope of Recommendations, Commitments and Decisions: At this level, positions that supervise direct patient care activities have final authority for the nursing service. Decisions are subject to review by a hospital/unit administrator for conformance to broad medical policies and procedures.

Program specialist and nursing education positions function within the range indicated at level V.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Plans, assigns and reviews the work of subordinate nursing personnel; plans work schedules; plans and conducts in-service training programs; evaluates the quality and adequacy of nursing care and treatment services; reviews and recommends new and/or amended policies and procedures; plans and develops new programs utilizing nursing personnel; advises subordinate nurses on complex nursing problems; may assist in the preparation of budgets; surveys nursing needs and sees they are met.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at level V, applicants must demonstrate the ability to understand and apply the basic fundamentals of nursing administration; develop nursing programs, policies and procedures; and keep abreast of new developments in the field of nursing and their application to the functional area.