

PART I

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Class Specifications for the:

REGISTERED PROFESSIONAL NURSE SERIES

This series includes those positions which require knowledge of professional nursing 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 infirm; in maintaining health; and in preventing or mitigating the illness of others. Included are positions which 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 which 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 the individual in obtaining and maintaining the maximum benefits of good health.

The following are types of nursing which characterize the work situations and programs in which registered professional 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.

The levels of the classes in this series are established by the differences in levels of duties and responsibilities of the work performed. Each class in this series is established by combinations of differences in the following classification factors:

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
8. Knowledge and Abilities Required

All of these factors are not discussed at each level. For example, "Nature and Purpose of Person-to-Person Relationships" has been omitted because it does not play a level determining role. Personal contact with patients, families, health personnel and others concerned with physical and mental well being is characteristic of all nursing positions, whether it be for the purpose of providing direct patient service or planning nursing programs and services. Other factors, when readily apparent in the discussion, have also been combined or omitted to avoid repetition.

Use of Specialty Titles

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

REGISTERED PROFESSIONAL NURSE II

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Duties Summary:

Under the immediate supervision of a higher-level registered professional nurse, receives orientation and guidance on nursing policies and procedures and nursing care

techniques; develops and/or implements nursing care plans for assigned patients or selected cases within a specific geographic area; provides nursing care, treatment services and/or health education information; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: This class is the entry level for registered professional 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; assignment, as an additional registered professional nurse, to the evening or night shift; responsibility for operating an intermittent public health clinic; etc.

SITUATION A

In general duty and/or clinical nursing setting, assignments may be made to all clinical services of the institution or to a particular nursing area (e.g. psychiatric, medical - surgical, pediatrics, etc.). 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.

SITUATION B

In public health nursing, 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 patient and/or family, in addition to nursing care treatment services; and participating in child health conferences and other 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 is relaxed as the level of knowledge, skills and abilities increases.

Guidance Available: Positions at this level receive orientation on the availability and use of such guidelines as doctors' orders, nursing procedure manuals, 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:

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 as related to nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and developments in nursing. Positions in public health nursing also require knowledge of public health nursing techniques and methods.

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.

REGISTERED PROFESSIONAL NURSE III

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Duties Summary:

Independently develops and implements nursing care plans for patients in one or more clinical services of a hospital, institution or clinic; provides nursing care treatment and educational services; may assign and direct the work of nursing assistants; may serve as charge nurse of a patient care unit on an assigned shift; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work:

SITUATION A

This class represents the staff level for nursing positions which are assigned to one clinical service or rotate 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 ward, floor or unit, as well as 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 ward (floor, unit) management activities.

SITUATION B

In public health nursing, 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:

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 ward (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, must have a thorough knowledge of nursing techniques and procedures. Must also have the ability to prepare comprehensive nursing diagnosis and nursing care plans,; and plan and direct the work of nursing assistants.

REGISTERED PROFESSIONAL NURSE IV

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Duties Summary:

Supervises and participates in providing professional nursing care and treatment services, with responsibility for the management of the hospital-institution patient care unit or clinical service area; plans and implements in-service training programs for nurses and/or nursing assistants assigned to a specific nursing area; 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; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work:

SITUATION A

In general duty and/or clinic nursing settings, positions at this level are responsible for all patient care and management activities within an assigned ward, floor or clinical service area (e.g. surgery, obstetrics, pediatrics, etc.). This responsibility for implementing a hospital, institution or clinic nursing program involves determining the priorities of patient care needs; the planning and scheduling of personnel, reviewing and evaluating subordinate nursing and/or nursing assistant 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/or 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. Such assignments are limited in scope to one nursing area, e.g. psychiatric, geriatric, etc.

SITUATION B

In public health nursing situations, positions at this level are responsible for independently providing 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; the establishing of 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.

Supervisory Controls: Supervisory controls over this level are general in nature. Results desired are indicated in general terms and alternative methods which 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:

SITUATION A

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

SITUATION B

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 ward management, 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:

Coordinates the nursing services on a floor, ward/clinical service area; determines priorities of patient care needs; schedules and makes work assignments to subordinate 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. Must also possess the ability to plan and schedule the work of others; present nursing education programs; and, where supervisory responsibility exists, learn the principles and practices of supervision.

REGISTERED PROFESSIONAL NURSE V

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Duties Summary:

Provides consultative and educational services to nurses, program administrators and others for the development and improvement of nursing policies, procedures and practices; organizes and manages a specialized health clinic in support of a hospital, institution or public health medical program; supervises the nursing care services for a hospital or group of patient care units in a specific clinical service area on the day, evening and/or night shift; plans and directs the work of subordinate nursing personnel; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: 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 policies and procedures; planning and conducting education programs within a specific clinical service area; supervising subordinate nursing and/or clerical personnel; and, in select cases, providing nursing care and treatment services.

SITUATION A

In a general duty and/or clinic setting, positions at this level are responsible for supervising all hospital/institution nursing care and treatment services for the day, evening or night shift; or in a larger hospital, on the day shift, with 24-hour responsibility for the quality of care, may supervise 2 or more patient care units (wards) in a specific clinical service area. This involves responsibility for implementing nursing programs, policies and procedures; assuring conformance to doctor's orders; evaluating the need for and providing emergency treatment services when necessary; determining whether or not to notify the physician of changes in patient's condition, etc., and assigning and/or rescheduling nursing personnel.

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

SITUATION B

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.

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 which 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., which 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 which will affect the basic nature of the program.

Examples of Duties:

Assists in the conduct of a medical program by developing and implementing consultative and educational services concerned with the development and improvement of nursing policies, procedures and practices; interprets program policies, rules and regulations; as supervisor of the day, evening or night shift, decides on the priority and emergent nature of patient care needs; organizes and manages a specialty clinic; assigns and/or reschedules the work of subordinates; recommends changes in policies and procedures; provides nursing care and treatment services as necessary; evaluates the job performance of subordinate personnel; may make ward rounds.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at level IV, must have knowledge of the principles and practices of supervision and management (except non-supervisory consultant positions) as they relate to personnel, work control, etc. Must also have the ability to assist in the development of policies and procedures; prepare oral and written reports; deal effectively with the general public and hospital staff in conducting education and information programs.

REGISTERED PROFESSIONAL NURSE VI

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Duties Summary:

Directs the general nursing care and treatment services of a hospital or several patient care units (wards, floors); develops and assists in the implementation of medical programs which utilize nursing services; provides consultative and nursing education services; plans, organizes and supervises the nursing care, treatment services and health education activities within an assigned community area; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: Positions at this level, in addition to providing consultative and nursing 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 paramedical personnel. This includes the formulation of policies and procedures, as well as organization and staffing patterns.

SITUATION A

In a hospital setting, positions at this level are responsible for planning, organizing and supervising all the general nursing care and treatment services of a hospital or several wards/floors. 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 job performance of the 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.

SITUATION B

In public health nursing situations, 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 establishing 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 program; 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 which 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:

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, must have the ability to learn the basic fundamentals of nursing administration; develop nursing programs, policies and procedures. Must also have knowledge of new developments in the field of nursing and their application to the functional area.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes REGISTERED PROFESSIONAL NURSES II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources