

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

REGISTERED PROFESSIONAL NURSES II, III, IV, V, VI
(REGISTERED PROF NURSES II, III, IV, V, VI)

Basic Education/Experience Requirements:

As appropriate, applicants must meet the educational requirements specified under either A or B below:

- A. For nursing positions in a hospital, institutional or clinic setting, applicants must have graduated from an accredited school of nursing.
- B. For public health nursing positions, all applicants must meet one of the requirements specified below:
 - 1. Graduation with a bachelor's degree from an accredited college or university school of nursing which included in its curriculum course work that provided public health nursing principles and practices.
 - 2. Graduation from an accredited school of nursing supplemented by completion of an accredited university curriculum which included course work that provided public health nursing principles and practices for which a certificate was awarded.
 - 3. Graduation from an accredited school of nursing plus two years of professional public health nursing work experience.

Experience Requirement:

Applicants must have shown progressively responsible work experience of the kind and quality described in the paragraphs below and in the quantity shown in the table below:

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Class Title	Total Experience (Years)
Registered Professional Nurse II	0
Registered Professional Nurse III	1/2
Registered Professional Nurse IV	1-1/2*
Registered Professional Nurse V	2-1/2*
Registered Professional Nurse VI	3-1/2**

Experience Required: All applicants must have had professional nursing work experience in the appropriate quantities shown in the table above. For public health nursing positions, applicants must have had public health nursing experience in the appropriate quantities shown in the table above.

For all positions, applicants for Registered Professional Nurses IV and V must have had one year of satisfactory work experience comparable to the next lower level in the State service. For example, applicants for Registered Professional Nurse V in the hospital, institutional or clinic setting must have had one year of experience comparable to Registered Professional Nurse IV as a supervisor of nurses responsible for all patient care, management activities within an assigned ward, floor or clinical area. Applicants for Registered Professional Nurse V in the public health nursing setting must have had one year of experience independently responsible for public health nursing treatment, care and educational services within an assigned geographic area.

For both public health and hospital, institutional or clinic nursing positions in the class Registered Professional Nurse VI, all applicants must have had one year of experience comparable to the class Registered Professional Nurse V or two years of experience comparable to the class Registered Professional Nurse IV in the State service.

*Supervisory Aptitude: For Registered Professional Nurse IV and above positions in the hospital, institutional or clinic setting, applicants must have demonstrated possession of supervisory aptitude. For Registered Professional Nurse V positions in the public health nursing setting, applicants must have demonstrated possession of supervisory aptitude.

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a

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group or team leader; or in similar work in which opportunities for demonstrating supervisory or administrative capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

****Administrative Aptitude:** Applicants for Registered Professional Nurse VI in both public health nursing and hospital, institutional or clinic nursing must have demonstrated administrative aptitude. Administrative aptitude may be demonstrated in experience which shows strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; e.g., in planning organizing, promoting, evaluating, controlling and directing programs; providing staff advice and assistance; interest in management demonstrated by awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of the principles which were learned to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities, success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a master's degree from an accredited college or university school of nursing may be substituted for one year of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

License to practice as a professional nurse in the State of Hawaii.

For certain positions, possession of a motor vehicle operator's license is required.

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Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Director.

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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 minimum qualification specifications for the Executive Branch Civil Service class REGISTERED PROFESSIONAL NURSES II, III, IV, V, VI by the Department of Education Civil Service system.

DATE APPROVED: 10/23/06



Fay Ikei

Acting Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: 7/1/05