

**OCCUPATIONAL GROUP: Health Services**

**CLASS FAMILY: Nursing**

**CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to perform professional nursing services that directly and/or indirectly affect patient care. They are accountable for health maintenance/restoration, health promotion, disease prevention, and the quality of care delivered. This is accomplished by developing effective relationships that require care and compassion; partnering and collaborating with the healthcare community; educating; implementing, monitoring, and adhering to nursing care standards and practices; and evaluating and/or participating in the development of nursing care policy.**

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**CLASS TITLE: Licensed Practical Nurse**

**DISTINGUISHING CHARACTERISTICS:**

These positions assist professional medical staff in providing general direct nursing care to patients under moderate supervision, including medical treatments, administering medications, giving injections, and assisting in care planning and recording. These positions may direct the activities of nursing assistants, aides and technicians in providing basic patient care services. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Takes and records temperature, blood pressure, pulse and respiration; collects blood and specimens for testing; performs catheterization and colostomy care; continues and discontinues intravenous fluids; administers medications according to the patient care plan.
- Screens patients and records medical information; assists physician and registered nurse in examinations and treatments; sets up and cleans examination area; gives injections and immunizations; instructs clients in the use of medications and self-care procedures.
- Observes, records, and reports to appropriate persons the physical and mental condition of the patient and signs and symptoms which may be indicative of change.
- Administers nursing care treatments to wounds, incisions, ostomy and tracheotomy sites; administers oxygen; inserts and/or replaces nasogastric tubes.
- Inventories controlled medications, completes medication usage reports, and control records.
- Participates in the review and implementation of procedures designed to ensure comfort and safety of patients.

- Performs specialized nursing functions such as, the preparation and care of patients receiving specialized treatments.
- Provides for the emotional and physical comfort and safety of patients.
- Assists patients with activities of daily living such as grooming and personal hygiene and encourages appropriate self-care capabilities.
- Discusses patient care and progress with physicians and registered nurses.
- Assists with the rehabilitation of patients according to the patient care plan.
- Carries out preventive measures in community health facilities such as children's clinics, maternity clinics and outpatient clinics.
- Assigns work and provides guidance to unlicensed health personnel.
- Performs first aide, emergency and disaster measures according to established procedures.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of practical nursing procedures.
- Knowledge of human physiology and anatomy.
- Knowledge of the emotional impact of health problems and the role of the nurse in self-care programs and patient rehabilitation.
- Knowledge and understanding of organization of the patient care unit and the roles and responsibilities of the various licensed and unlicensed personnel assigned to the unit.
- Ability to observe and record deviations in patient condition.
- Ability to maintain accurate medical records of treatments, medications, symptoms and patient conditions.
- Ability to relate to patient and family members and to motivate self-care capabilities.
- Ability to direct the work of unlicensed nursing personnel.
- Ability to respond to potentially life threatening situations in a calm and orderly manner.
- Ability to exercise sound judgment.
- Skill in routine medical procedures; ie. applying bandages and/or tourniquets, giving injections, measuring temperature, pulse, respiration, blood pressure, etc.

#### **MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** None

**Education and Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a licensed practical nurse.

**CLASS TITLE:** Nurse 1

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, provide direct patient care. They are the entry-level nursing position; the nurse has been prepared to care for the majority of patients at the local

health department or other health facilities. The rudiments of health care assessment, protocol, and intervention are performed in the course of normal work assignments. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Interviews patients or their families to complete a medical history and to make psychosocial and physical assessment.
- Identifies and documents changes in patients' health, especially those which interfere with the individuals' ability to meet basic needs.
- Establishes a priority of care based on identified needs.
- Provides direct patient care to individuals with common, well-defined health problems in a structured setting.
- Uses established criteria to evaluate patient care.
- Carries out the prescribed care according to established nursing practices.
- Refers patients to alternative public or private agencies for continuing care.
- Meets with family, significant others, and members of the nursing team to establish and evaluate short- and long range treatment goals.
- Provides direction to other licensed and unlicensed workers such as LPNs and aides as needed.
- Continues to learn more nursing theory through self-development such as reading, seminars and practice.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the theory, principles, and practices of nursing.
- Knowledge of the signs and symptoms of a variety of common, well-defined health disorders.
- Knowledge of medications, their effects, and their side effects.
- Skill in the application of nursing techniques and instruments.
- Ability to assess and document physical and psychosocial conditions.
- Ability to develop patient care plans.
- Ability to motivate patients and their families to practice healthier lifestyle behaviors.
- Ability to utilize knowledge of the pathology of prevalent diseases and health problems.
- Ability to communicate effectively with patients and their families.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** None

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

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**CLASS TITLE:** Nurse 2

**DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, provide full performance direct patient care. This is experienced nursing where familiarity with the patient population and the community allows the incumbent to quickly identify less routine health problems and to evaluate lifestyle to determine contributing factors. The assessment for the more varied medical problems requires the incumbent to utilize additional medical knowledge to complete a patient history for the attending physician. These positions work independently and may serve as a leader of a nursing team. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Interviews patients or their families to complete a medical history and to make psychosocial and physical assessment.
- Identifies and documents changes in patients' health, especially those which interfere with the individuals' ability to meet basic needs.
- Establishes a priority of care based on identified needs.
- Provides direct patient care to individuals with well-defined and varied health problems in a structured setting or patient home.
- Uses established criteria to evaluate patient care; modifies plan of care as necessary and documents changes.
- Carries out the prescribed care according to established nursing practices; contacts physicians to report significant changes in patient health.
- Refers patients to alternative public or private agencies for continuing care.
- Meets with family, significant others, and members of the nursing team to establish and evaluate short- and long range treatment goals.
- Provides direction to and may supervise other licensed and unlicensed workers such as contract personnel, LPNs and aides as needed.
- Provides direction to and may supervise other licensed and unlicensed workers such as contract personnel, LPNs and aides as needed.
- Continues to learn more nursing theory through self-development such as reading, seminars and practice.
- Assists new or contract nursing personnel in orientation to agency/facility policy and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the organization's rules and regulations.
- Knowledge of the theory, principles, and practices of nursing.
- Knowledge of the signs and symptoms of a variety of common and acute health disorders.
- Knowledge of medications, their effects, and their side effects.
- Knowledge of community and other service resources available to patients.
- Skill in the application of nursing techniques and instruments.
- Ability to assess and document physical and psychosocial conditions.

- Ability to develop patient care plans.
- Ability to motivate patients and their families to practice healthier lifestyle behaviors.
- Ability to utilize knowledge of the pathology of prevalent diseases and health problems.
- Ability to communicate effectively with patients and their families.
- Ability to write narrative reports.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** 1 to 2 year of full-time or equivalent part-time paid experience as a registered nurse.

**Education and Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

**CLASS TITLE:** Nurse 3

**DISTINGUISHING CHARACTERISTICS:**

These positions, under limited supervision, provide advanced level direct patient care or administrative review or serves as a nurse consultant. This is experienced nursing work where familiarity with the health department programs or the facility unit allows the incumbent to direct the work of staff in addressing the patients' needs more efficiently. These positions may serve as a charge nurse of local health department nursing service, as a head nurse with 24-hour responsibility for a single unit of nursing service and/or supervision of multiple units, or in a specialty function. Advanced training or experience in a nursing specialty is recognized as a lead work/training function for non-supervisory nursing positions. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Reviews nursing policies and protocols to evaluate impediments to patient progress; recommends or initiates changes to facilitate health care services.
- Reviews patient records to determine effectiveness of nursing care and recommends modifications to nursing practices at the facility; evaluates the facility and recommends the acquisition of new equipment, instruments or medical goods.
- Oversees patient care in assigned area; directs other licensed and unlicensed staff in the provision of services, functionally or in a line position.
- Interviews patients or their families to complete a medical history and to make psychosocial and physical assessment.
- Identifies and documents changes in patients' health, especially those which interfere with the individuals' ability to meet basic needs.
- Establishes a priority of care based on identified needs.
- Provides direct patient care to individuals with varied health problems in a structured setting or patient home.

- Uses established criteria to evaluate patient care; modifies plan of care as necessary and documents changes.
- Carries out the prescribed care according to established nursing practices; contacts physicians to report significant changes in patient health.
- Refers patients to alternative public or private agencies for continuing care; negotiates agreements with local service agencies to better serve the community.
- Meets with family, significant others, and members of the nursing team to establish and evaluate short- and long range treatment goals.
- Evaluates nursing research to determine the applicability of findings to current nursing practices.
- Writes management reports and other documentation as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the organization's rules and regulations.
- Knowledge of the theory, principles, and practices of nursing.
- Knowledge of the signs and symptoms of a variety of common and acute health disorders.
- Knowledge of medications, their effects, and their side effects.
- Knowledge of community and other service resources available to patients.
- Skill in the application of nursing techniques and instruments.
- Ability to assess and document physical and psychosocial conditions.
- Ability to develop patient care plans.
- Ability to motivate patients and their families to practice healthier lifestyle behaviors.
- Ability to utilize knowledge of the pathology of prevalent diseases and health problems.
- Ability to communicate effectively with patients and their families.
- Ability to negotiate with service organizations and others.
- Ability to evaluate nursing services and recommend solutions.
- Ability to write narrative reports.
- Ability to provide specialized care for a specific patient population.
- Ability to select and apply relevant health information to health needs of individuals or groups.
- Ability to supervise nursing personnel.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** 2 to 3 years of full-time or equivalent part-time paid experience as a registered nurse.

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

**CLASS TITLE: Nurse 4**

**DISTINGUISHING CHARACTERISTICS:**

These positions, under limited supervision, provide advanced level direct patient care or administrative review. This level is intended for use in a leadership role or administrative component such as reviewing contractual services. This is advanced nursing where familiarity with the health department or a health facility or recognized nursing specialty allows the incumbent significant latitude to address patient care in a statewide, regional or facility wide specialty function. These positions may have supervisory responsibilities. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Reviews nursing policies and protocols to evaluate impediments to patient progress; recommends or initiates changes to facilitate health care services.
- Reviews patient records to determine effectiveness of nursing care and recommends modifications to nursing practices at the facility; evaluates the facility and recommends the acquisition of new equipment, instruments or medical goods.
- Oversees patient care in assigned area; supervises other licensed and unlicensed staff in the provision of services, functionally or in a line position.
- Reviews patients' medical histories and makes a psychosocial and physical assessment; may diagnose and prescribe treatments within prescribed limits.
- Identifies and documents changes in patients' health, especially those which interfere with the individuals' ability to meet basic needs.
- Establishes a priority of care based on identified needs.
- Provides direct patient care to individuals with varied health problems in a structured setting.
- Uses established criteria to evaluate patient care; modifies plan of care as necessary and documents changes.
- Carries out the prescribed care according to established nursing practices; contacts physicians to report significant changes in patient health.
- Refers patients to alternative public or private agencies for continuing care; negotiates agreements with local service agencies to better serve the community.
- Meets with family, significant others, and members of the nursing team to establish and evaluate short- and long range treatment goals.
- Evaluates nursing research to determine the applicability of findings to current nursing practices.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the organization's rules and regulations.
- Knowledge of the theory, principles, and practices of nursing.
- Knowledge of the signs and symptoms of a variety of common and acute health disorders.
- Knowledge of medications, their effects, and their side effects.

- Knowledge of community and other service resources available to patients.
- Skill in the application of nursing techniques and use of instruments.
- Ability to assess and document physical and psychosocial conditions.
- Ability to develop patient care plans.
- Ability to motivate patients and their families to practice healthier lifestyle behaviors.
- Ability to utilize knowledge of the pathology of prevalent diseases and health problems.
- Ability to communicate effectively with patients and their families.
- Ability to negotiate with service organizations and others.
- Ability to evaluate nursing services and recommend solutions.
- Ability to write narrative reports.
- Ability to provide specialized care for a specific patient population.
- Ability to select and apply relevant health information to health needs of individuals or groups.
- Ability to supervise nursing personnel.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** 3 to 4 years of full-time or equivalent part-time paid experience as a registered nurse.

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

**CLASS TITLE: Nursing Director 1**

**DISTINGUISHING CHARACTERISTICS:**

These positions, under administrative direction, perform full performance level administrative work directing nursing services. They are distinguished by the management of professional staff through subordinate supervisors. They may be the “nurse administrator” of a local health department or a moderately populous area or may oversee the staff of a public health program for a large county health organization. At a small to mid-sized hospital which is typically a long-term care facility, the nursing director is classified at this level. Typically, a nursing director does not provide direct patient care as a general rule. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans and directs the work of nursing staff; assures an adequate level of nursing care; develops staffing patterns.
- Develops policies, sets standards and plans objectives for the nursing department or public health nursing program in accordance with established policies.
- Makes long-range plans and regularly reviews activities, problems and functions of nursing services being delivered.

- Provides staff development including orientation, in-service training, workshops, formal and informal on-the-job training, and continuing education for all levels of nursing staff.
- Conducts conferences with nursing supervisors to interpret hospital or public health policies and to communicate changes in regulations and procedures; formulates, reviews and revises nursing policies and procedures, discusses problems and develops solutions.
- Reviews records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives.
- Represents the department of nursing at meetings of hospital administrative staff or public health administrative staff in the planning of overall program goals and policies.
- Recruits and interviews nursing applicants; authorizes personnel actions for the nursing staff.
- Determines needs of nursing department or public health program for personnel, supplies and equipment; works with the budget officer in developing annual budget requests; administers expenditure of allocated funds.
- Oversees the collection of data for statistical records.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the administration and organization of nursing services.
- Knowledge of professional nursing theory, procedures, and techniques.
- Knowledge of state and federal laws and regulations governing the practice of nursing and the provision of health care to clients.
- Skill to plan, organize, manage and evaluate the delivery of a variety of nursing services.
- Ability to interpret policy to nursing personnel.
- Ability to handle sensitive situations and emergencies, and to develop guidelines for code situations.
- Ability to work effectively with a wide range of health professionals and ancillary personnel.
- Ability to present ideas effectively, orally, graphically, and in writing.
- Ability to perform routine mathematical calculations for budget and payroll purposes.

#### **MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** 4 to 6 years of full-time or equivalent part-time paid experience as a registered nurse of which 1 year in supervising registered nurses.

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

**CLASS TITLE:** Nursing Director 2

**DISTINGUISHING CHARACTERISTICS:**

These positions, under administrative direction, perform full performance level administrative work directing nursing services. They are distinguished by the management of a large professional staff through subordinate supervisors. They oversee large clinical and home health care staffs at local health organizations. At a large hospital or an acute care facility, the nursing director is classified at this level due to the consequence of error being greater, as acute care and psychiatric hospitals have a more volatile and potentially a medically unpredictable population. Typically, a nursing director does not provide direct patient care. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans and directs the work of nursing or other professional staff; assures an adequate level of nursing care; develops staffing patterns.
- Develops policies, sets standards and plans objectives for the section, nursing department or public health nursing program in accordance with established policies.
- Makes long-range plans and regularly reviews activities, problems and functions of services being delivered.
- Provides staff development including orientation, in-service training, workshops, formal and informal on-the-job training, and continuing education for all levels of nursing staff.
- Conducts conferences with nursing supervisors to interpret hospital or public health policies and to communicate changes in regulations and procedures; formulates, reviews and revises nursing policies and procedures, discusses problems and develops solutions.
- Reviews records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives.
- Represents the appropriate department at meetings in the planning of overall program goals and policies.
- Recruits and interviews nursing applicants; authorizes personnel actions for nursing and other staff.
- Determines needs of section, nursing department, public health program for personnel, supplies and equipment; works with the budget officer in developing annual budget requests; administers expenditure of allocated funds.
- Oversees the collection of data for statistical records.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the administration and organization of nursing services; for central office:
- Knowledgeable of local health department administrations.
- Knowledge of professional nursing theory, procedures, and techniques.
- Knowledge of state and federal laws and regulations governing the practice of nursing and the provision of health care to clients; for central office:
- Knowledgeable of laws governing local health.
- Skill to plan, organize, manage and evaluate the delivery of a variety of nursing and other services.
- Ability to interpret policy to personnel.

- Ability to handle sensitive situations and emergencies, and to develop guidelines for code situations.
- Ability to work effectively with a wide range of health professionals and ancillary personnel.
- Ability to present ideas effectively, orally, graphically, and in writing.
- Ability to perform routine mathematical calculations for budget and payroll purposes.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** 5 to 7 years of full-time or equivalent part-time paid experience as a registered nurse of which 2 years in supervising other registered nurses.

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a registered professional nurse.

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**CLASS TITLE: Nurse Practitioner****DISTINGUISHING CHARACTERISTICS:**

These positions, in collaboration with and under the supervision of a licensed physician, provide advanced clinical nursing as a practitioner, educator and consultant. They have many of the same responsibilities as a physician, and have legal and ethical accountability to provide quality care to patients. These positions may be assigned to one of any number of areas, including Psychiatry, Obstetrics, Pediatrics, or Critical Care. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Constructs and interprets patient data base health and development history.
- Performs and assesses physical examination of patient; orders and analyzes selected laboratory and diagnostic tests; identifies abnormalities requiring further studies.
- Develops preliminary medical diagnosis; develops and implements a medical treatment plan within established protocols; seeks expert opinion/advice from supervising physician when treatment exceeds established protocols.
- Implements therapeutic procedures from the medical treatment plan; performs a variety of minor procedures such as suturing, splinting and casting as authorized.
- Refers patient to physician or other health care professional for specialized care while maintaining responsibility for continuity of care.
- Evaluates nursing research to determine applicability of findings to ongoing treatments.
- Participates as a member of an interdisciplinary treatment team.
- Participates in continuing education to maintain credentials and to increase clinical nursing expertise.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the theory, principles and practices of advanced clinical nursing.
- Knowledge of anatomy, pathophysiology, pharmacology and microbiology.
- Knowledge of medications and their administration, effects and side effects.
- Skill in the application of nursing techniques at all stages of the health care continuum.
- Ability to effectively assess and document physical and psychosocial conditions.
- Ability to develop medically appropriate treatment plans.
- Ability to utilize knowledge of the pathology of prevalent diseases and health conditions.
- Ability to collect, record and interpret data.
- Ability to relate therapeutically with patients.
- Ability to instruct in the prevention of disease, good health practices and the health care of an ill or injured person.
- Ability to lead others and to work cooperatively in a team environment.

**MINIMUM QUALIFICATIONS:**

**Education:** None

**Experience:** None

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** Current West Virginia license to practice as a nurse practitioner.