

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 072773                      Status A                      Reg/Temp Preferred

Description REGISTERED NURSE 3

Minimum Salary Range \$6383.00      Maximum Salary Range \$10108.00

### Job Classification Specification

Effective Date 06/28/2023

### SUMMARY

**Summary:** Under general supervision, is responsible for registered nursing duties of average difficulty based on a wide range of circumstances and performs related work as required.

**Distinguishing Features:** This is the first full supervisory class in the Registered Nurse sub series. An employee in this class may be assigned to workdays, evenings, nights, and/or weekends in an institution, clinic, hospital, home care, or other health care setting. The RN 3 provides registered nursing care which involves nursing assessment and diagnosis, planning, implementation/intervention, and evaluation. The RN 3 is a member of the management team and has clinical responsibility for one or more units including scheduling, motivation, discipline, employee evaluation, handling grievances, interviewing, and staff development. Incumbents of this classification may function in a non-supervisory capacity if performing specialized work of significant complexity and/or scope. This work may include coordinating regional or statewide programs, serving as a subject matter expert, or functioning as a Charge Nurse or Floor Supervisor. This class differs from that of Registered Nurse 2 in that an incumbent of the latter performs at the working level. This class differs from that of Registered Nurse 4 in that an incumbent of the latter manages a nursing program or serves as an assistant director of nursing including administrative management of a health care facility.

### RESPONSIBILITIES

#### Guiding, Directing, and Motivating Subordinates:

1. Supervises the application of nursing techniques required in care and treatment of patients.
2. Advises subordinate staff in policies and procedures.
3. Observes employees as they perform tasks to ensure efficiency in work activities.
4. Identifies exceptional performance characteristics through employee discussions and personal observations.
5. Discusses methods to improve performance and motivate employees by discussing employee performance.

6. Resolves disputes among employees following organizational policies and procedures.
7. Implements corrective measures to staff for inappropriate actions through discussions, written warnings, and recommendations for suspension or termination.

**Coaching and Developing Others:**

1. Informs applicant of job opportunities, duties and responsibilities, and state employee policies (e.g., insurance, leave and attendance, retirement).

**Assisting and Caring for Others:**

1. Provides nursing care and procedures according to physicians orders and nursing protocol.
2. Administers medication according to the physician's orders and protocol.
3. Evaluates possible side effects and the overall effectiveness of medication.
4. Performs BLS (Basic Life Support), CPR (cardiopulmonary resuscitation), and other emergency responses.
5. Participates in emergency response setting.

**Organizing, Planning, and Prioritizing Work:**

1. Prioritizes tasks based on importance, urgency, and other scheduled activities.

**Performing Administrative Activities:**

1. Reviews records to ensure accuracy and completeness.
2. Prepares written work schedules.
3. Interviews prospective employees to gather information of their work history, training, and education.
4. Asks questions to assess applicant's ability to meet job requirements.
5. Selects applicants to recommend for hiring.

**Interpreting the Meaning of Information for Others:**

1. Evaluates nursing plan of care and makes adjustment as needed.

**Train and Teaching Others:**

1. Identifies training needs of employees and writes manuals of instruction detailing procedures, policies, and/or regulations pertaining to a specified area of nursing care operations.

**Scheduling Work and Activities:**

1. Assigns staff to work plans and activities by comparing the patient needs with the staff's availability, experience, independence, and training.

**Documenting/Recording Information:**

1. Counts and tracks drugs, instruments, and other accountable items.
2. Records all nursing care in patient files and maintains file systems.

**Inspecting Equipment, Structures, or Material:**

1. May maintain health care equipment, supplies, and inventory.

## QUALIFICATIONS

**Education and Experience:** Currently licensed as a Registered Nurse and experience equivalent to three years of registered nursing.

### OR

Currently licensed as a Registered Nurse and education equivalent to a diploma in registered nursing from an accredited school of nursing or bachelor's degree in nursing from an accredited college or university, and experience equivalent to two years of registered nursing.

### OR

Currently licensed as a Registered Nurse, education equivalent to a graduate degree in nursing from an accredited college or university, and experience equivalent to one year of registered nursing.

**Necessary Special Qualifications:** Currently licensed as a Registered Nurse in the State of Tennessee or holds a privilege to practice in the State of Tennessee under the Nurse Licensure Compact (NLC). A valid motor vehicle operator license may be required.

Positions within DHS *may be* required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

## COMPETENCIES

**Competencies:**

1. Business Acumen
2. Creativity
3. Dealing with Ambiguity
4. Decision Quality
5. Delegation
6. Organizing
7. Planning
8. Conflict Management
9. Hiring Staffing
10. Perseverance
11. Written Communications
12. Ethics and Values
13. Integrity and Trust

**Knowledge:**

1. Knowledge of accepted nursing practices and techniques and complex medical treatments
2. Knowledge of applicable laws, policies, procedures, agency administrative directives, regulations and rules
3. Knowledge of management and administrative procedures
4. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
5. Knowledge of the information and techniques needed to assess and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
6. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders

**Skills:**

1. The skill in the application of complex professional nursing techniques
2. The skill to demonstrate critical thinking techniques to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
3. The skill to understand the implications of new information for both current and future problem-solving and decision-making
4. The skill to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
5. The skill to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
6. The skill to monitor/ access performance of yourself, other individuals, or organizations to make improvements or take corrective action
7. The skill to understand written sentences and paragraphs in work related documents
8. The skill to use scientific rules and methods to solve problems
9. The skill to adjust actions in relation to others' actions
10. The skill to being aware of others' reactions and understanding why they react as they do
11. The skill to identify complex problems and reviewing related information to develop and evaluate options and implement solutions
12. The skill to consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities:**

1. The ability to function independently without close/continuous supervision
2. The ability to manage change

3. The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
4. The ability to communicate (verbally and written) information and ideas
5. The ability to assess and monitor healthcare outcomes
6. The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
7. The ability to tell when something is wrong or is likely to go wrong
8. The ability to multitask between two or more activities or sources of information
9. The ability to exert maximum muscle force to lift, push, pull, or carry objects
10. The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
11. The ability to see details at close range (within a few feet of the observer)
12. The ability to see under low light conditions
13. The ability to speak clearly so others can understand you
14. The ability to identify and understand the speech of another person
15. The ability to match or detect differences between colors, including shades of color and brightness

## **TOOLS & EQUIPMENT**

1. Electronic devices
2. Various medical equipment and devices