

Job Classification Specification

Jobcode Data

Effective Date Job Code 072774 Status A Reg/Temp

Description REGISTERED NURSE 4

Minimum Salary Range \$7275.00 Maximum Salary Range \$11642.00

Job Classification Specification

Effective Date 06/28/2023

SUMMARY

Summary: Under direction, is responsible for supervisory registered nursing duties of considerable difficulty; and performs related work as required.

Distinguishing Features: This is the managerial class in the Registered Nurse sub series. The RN 4 is responsible for managing nursing staff activities on all shifts, has twenty-four hour administrative responsibility for one or more programs (e. g., infection control, quality assurance, nurse education, children and youth, forensics, geriatrics), or serves as an assistant director of nursing. This class differs from Registered Nurse 3 in that an incumbent of the latter is responsible for the supervision of clinical nursing care. This class differs from Registered Nurse 5 in that an incumbent of the latter serves as a director of nursing at a major health care facility or as a nursing consultant to multiple adult or youth correctional facilities.

RESPONSIBILITIES

Guiding, Directing, and Motivating Subordinates:

1. Manages the activities of all nursing staff for one or more programs.
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. Directs the work of the entire nursing service staff in the care and treatment of patients at a health care facility.
7. Implements corrective measures to staff for inappropriate actions through discussions, written warnings, and recommendations for suspension or termination.

Scheduling Work and Activities:

1. Assigns staff to program work plans and activities by comparing program requirements and needs with the staff's availability, experience working in a particular program, level of independence, and training in specified areas.

Organizing, Planning, and Prioritizing Work:

1. Develops program standards, goals, objectives, and guidelines.
2. Prioritizes program goals and needs based on importance, urgency, and other factor.

Training 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.

Performing Administrative Activities:

1. Reviews records to ensure accuracy and completeness.
2. Writes/reviews personnel evaluations written by/for subordinate nursing supervisors.
3. Assesses and monitors resource needs including developing a master staffing plan, writing position requests.
4. Makes recommendations for improvements of non nursing services (e.g., food services, security, housekeeping, professional education programs) which impact the administration of nursing services.
5. May monitor a budget.

Monitor Processes, Materials, or Surroundings:

1. Monitors program activities to ensure goals are being met.

Evaluating Information to Determine Compliance with Standards:

1. Compares safety and health regulatory policies and professional practice standards to current facility nursing policies and procedures to identify needed changes.
2. Composes or revises facility nursing practices by extracting relevant policies and procedures from professional nursing information sources.
3. Compares new or revised nursing policies with current nursing practices to ensure they do not conflict with each other.

Assisting and Caring for Others:

1. Assesses patient's health history, recording vital signs, and performing laboratory procedures.
2. Establishes a nursing diagnosis including a written plan of care.
3. Implements nursing plan of care by administering medication, nursing treatments, and patient education.
4. Performs BLS (Basic Life Support), CPR (cardiopulmonary resuscitation) and other emergency responses.
5. May provide registered nursing care when other registered nurses are not available.
6. May assist in directing nursing care services.

QUALIFICATIONS

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

OR

Currently licensed as a Registered Nurse, 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 three 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 two years 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. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

COMPETENCIES

Competencies:

1. Creativity
2. Dealing with Ambiguity
3. Problem Solving
4. Delegation
5. Organizing
6. Command Skills
7. Conflict Management
8. Perseverance
9. Written Communications
10. Approachability
11. Ethics and Values
12. Integrity and Trust

Knowledge:

1. Knowledge of accepted advanced 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
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 to implement complex management and administrative procedures
2. The skill to implement changes
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 use critical thinking techniques and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
6. The skill to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
7. The skill to monitor/ access performance of yourself, other individuals, or organizations to make improvements or take corrective action
8. The skill to understand written sentences and paragraphs in work related documents
9. The skill to use scientific rules and methods to solve problems
10. The skill to adjust actions in relation to others' actions
11. The skill to being aware of others' reactions and understanding why they react as they do
12. The skill to identify complex problems and reviewing related information to develop and evaluate options and implement solutions
13. The skill to consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities:

1. The ability to function autonomously
2. The ability to assess healthcare barriers and the delivery of services
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 devices