

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

Class Specifications
for the

REGISTERED PROFESSIONAL NURSE SERIES

This series includes those positions which require a 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 infirmed; in maintaining the health and well-being of Hawaii's residents; and in preventing or mitigating the illness of others. Included in the series 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. 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 and to program management staff 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 individuals 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, clinic nursing and/or home-health nursing:

Work involves responsibility for direct and/or indirect nursing care to patients in hospitals, clinics 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.). Work may also involve providing direct and/or indirect nursing care in the home setting which is oriented toward maintaining health and preventing illness as well as toward treatment and care.

The levels of the classes in this series are established by the difference 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 determination 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 and/or class level. Example: Registered Professional Nurse (pediatrics); Registered Professional Nurse IV (Assistant Nurse Manager).

This is an amendment to the Registered Professional Nurse series to delete reference to Public Health Nursing, effective June 16, 2005.

This is an amendment to the Registered Professional Nurse series approved on March 30, 1970 due to incorporation of managerial level EMCP in accordance with Act 254, SLH 1980.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources

REGISTERED PROFESSIONAL NURSE II

6.452
SR-18

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 clients; 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, they will 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; or assignment to a clinic.

In a general duty and/or clinic setting, assignments may be made successively to all of the medical service areas of the institution or on a continuing basis to a particular 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.

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 a higher level nurse or to the supervisor who gives guidance, takes action, or refers the matter 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' standing and special orders, nursing procedure manuals and other guides, nursing care plans, 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 by patients, nursing assistants, etc.; charts nursing observations; as applicable, conducts home visits prescribed by a physician to resolve health problems, furnish advice, guidance and health supervision; directs nursing assistants in the care of patients and maintaining sanitary conditions; as applicable, 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.

Ability to:

Apply nursing theory and practices to planning and giving nursing care; recognize, interpret and evaluate symptoms of patient's condition and take appropriate action; direct the work of nursing assistants; work effectively and cooperatively with patients, family members, medical staff and employees.

This is an amendment to the class specification for the class REGISTERED PROFESSIONAL NURSE II approved on November 16, 1982.

REGISTERED PROFESSIONAL NURSE III

6.453
SR-20

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 lower level registered nurses and 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:

This class represents the staff level for nursing positions that are assigned to one medical service area or rotate among the various medical service 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/unit; and assigning and directing the work of nursing assistants.

Positions may be assigned to a clinic or infirmary located in a separate facility or a non-medical institution. Assignments include assisting the physician during clinic hours, evaluating and/or rendering first aid to outpatients during non-clinic hours; and organizing clinic records, supplies, etc.

Assignments may also require caring for patients who are discharged and require additional services at home. Positions in home health care are responsible for cases representing all levels of difficulty.

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 or assisting the nurse manager for the evening or night shift. This involves responsibility for providing patient care and treatment services per doctor's order; implementing nursing care plans approved by the unit nursing/shift supervisor; and responding to patient emergencies. Positions are not charged with responsibility for ward (floor, unit) management activities.

Supervisory Controls:

Positions at this level typically function under the general supervision of a higher level registered nurse. 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, 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 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.

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 general in 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 direct 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; as applicable, conducts home visits as prescribed by physician and establishes case priorities; as applicable, 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 lower level registered nurses and nursing assistants.

This is an amendment to the class specification for the class REGISTERED PROFESSIONAL NURSE III approved on November 16, 1982.

REGISTERED PROFESSIONAL NURSE IV

6.454
SR-22

Duties Summary:

As a working supervisor, serves as an assistant to the nurse manager in providing nursing care and treatment services for a specific unit or area in a hospital and supervises and participates in managing the daily operations of the unit/ward. This position assists with supervisory responsibilities over all shifts in the unit.

A position in this class may be involved in planning and implementing in-service training programs for nurses and nursing assistants assigned to all or a specific nursing area, based on size and scope of the hospital setting.

A position in this class may be involved in planning and supervising health care programs and operations; and performs other related duties as required.

Distinguishing Characteristics:

This position assists a nurse manager with the management of clinical nursing practice and patient care in a specific unit or area in a hospital, with the coordination and supervision of staff in managing the daily operations of the unit. This position assists with supervisory responsibilities over all shifts in the unit and may work on rotating shifts, with work on weekends and holidays.

Additional types of positions at this level include positions responsible for planning and

implementing in-service training programs for nurses and nursing assistants and positions serving as clinical specialists, and 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, geriatrics, etc.

Supervisory Controls:

Supervisory controls are limited to general guidance and direction to specify priorities and the results expected. Positions at this level are expected to be sufficiently expert in their knowledge and judgment to warrant working independently, receiving specific guidance only in new, unusual, or emergency situations. However, more immediate guidance and control are given when complex and unusual nursing situations arise. Positions acting as assistant nurse managers provide supervision and guidance to subordinate nurses and nursing assistants.

Nature and Scope of Recommendations, Commitments and Decisions:

Final authority to make commitments and decisions is limited to the nursing aspects of ward/unit management and/or clinical service activities. Positions with supervisory responsibilities have authority to approve nursing care plans prepared by lower level registered nurses and to make decisions regarding the operation of their unit.

Examples of Duties:

Assists in coordinating the nursing services on a floor, ward/clinical service area; assists in coordinating resources to accomplish objectives of the unit; assists in developing staffing schedules; makes work assignments to subordinate personnel; assists in development of appropriate unit orientation and determining the competency level of unit personnel; provides direct nursing care and treatment services; determines priorities of patient care needs; maintains confidentiality of staff and patients; acts as a patient advocate; provides leadership and guidance in implementing hospital policies, procedures and guidelines; keeps abreast of current trends in nursing and management; assists in supervising and evaluating personnel performance; organizes and manages specialty clinics; plans and implements in-service programs.

Knowledge and Abilities Required:

Knowledge of nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and development in nursing; biological, physical, social and medicinal sciences as related to nursing theory and practice; nursing techniques and procedures. Knowledge of JCAHO requirements, and those of other federal, state, or private regulatory/review organizations with which the hospital interacts. Ability to plan and schedule the work of others and utilize the principles and practices of supervision. The ability to apply nursing theory and practice in planning and giving nursing care; recognize, interpret and evaluate symptoms of patient's condition; and take appropriate

action. The position should be able to initiate and maintain working relationships with members of the medical staff, administration, nursing and other departments and agencies affiliated with the hospital.

REGISTERED PROFESSIONAL NURSE V

6.455
SR-23

Duties Summary:

This position has 24-hour accountability for the management of clinical nursing practice and patient care in a specific unit or area in a hospital. This position coordinates and directly supervises staff in managing the daily operations of the unit. This position has supervisory responsibilities over all shifts in the unit; and performs other related duties as assigned.

Distinguishing Characteristics:

Serves in a responsible supervisory capacity for a patient care unit and/or clinic service area assigned to a specific nursing area.

Supervisory Controls:

Positions at this level perform work independently, receiving specific guidance only in new, unusual, or emergency situations. The position is expected to inform the supervisor when unforeseen events or circumstances require significant changes such as matters that conflict with policies, procedures, etc. Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Position may direct the work of the unit through a subordinate supervisor.

Nature and Scope of Recommendations, Commitments and Decisions:

Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Positions have final authority to approve nursing care plans prepared by lower level registered nurses and to make decisions regarding the operation of the unit or ward. Decisions made by positions in this class are reviewed for conformance to nursing programs, policies and procedures.

Examples of Duties:

Organizes unit to maintain efficiency in operation; determines necessary qualifications for position within the unit; coordinates resources to accomplish objectives of the unit; selects and places appropriate individuals in roles/positions to accomplish unit and organizational objectives; responsible for staffing schedule; develops appropriate unit orientation and determines the competency level of unit personnel; assists in regulating staffing patterns to meet patient care needs; identifies staff development needs and

implements measures to meet those needs; uses disciplinary plan of action appropriately; participates on committees to influence positive health care delivery; initiates/assists in the implementation of new policies and procedures; monitors deviations from established standards and takes appropriate action to ensure quality of care; analyzes appropriate management reports; completes ongoing environmental needs assessments for both personnel and patients; develops budget for the unit; maintains confidentiality of staff and patients; provides leadership, guidance and direction in implementing hospital policies, procedures and guidelines; keeps abreast of current trends in nursing and management; provides guidance for staff regarding ethical issues; acts as patient advocate; promotes the deliver of care in a manner that protects patient autonomy, dignity and rights; formulates ethical decisions utilizing appropriate resources; supervises and evaluates personnel performance; actively participates in interview of new/potential applicants and presents a positive image to enhance recruitment.

Knowledge and Abilities Required:

Knowledge of nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and development in nursing. The ability to apply nursing theory and practice in planning and giving nursing care, recognize, interpret and evaluate symptoms of patient's condition and take appropriate action. Positions at this level should be able to initiate and maintain working relationships with members of the medical staff, administration, nursing and other departments and agencies affiliated with the hospital; have knowledge of JCAHO requirements, and those of other federal, state, or private regulatory/review organizations with which the hospital interacts. Good working knowledge of the principles and practices of supervision and demonstrated administrative aptitude. Ability to communicate well with individuals at all levels; work as a team member; apply management, leadership, decision-making, interpersonal and communication skills.

REGISTERED PROFESSIONAL NURSE VI

6.456
SR-24

Duties Summary:

This position is located in the nursing services section of a hospital and is responsible for supervising the hospital's nursing care and treatment services on an assigned shift - day, evening or night and provides leadership in maintaining standards of nursing care; follows and participates in developing, revising and implementing of nursing programs, policies and procedures and performs other related duties as assigned.

Other positions in this class level 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 or institution; and performs other related duties as assigned.

Distinguishing Characteristics:

Serves in a full supervisory capacity to provide support services in overseeing all patient care units on an assigned shift. Makes decisions on patient care issues in the absence of the nurse manager and/or higher level supervisor. This position has responsibility to plan and provide nursing care and treatment services, coordinate support services to meet staffing and patient care needs and insure timely and efficient patient flow. This position may work on rotating shifts, with work on weekends and holidays.

Positions at this level may also 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; and supervising subordinate nursing and/or clerical personnel.

Supervisory Controls:

This position receives general supervision. Employees function with considerable independence. Review of work is very general and limited to assurance that work performed is in accordance with policies and procedures and program goals and objectives. This position is also delegated authority to make final decisions concerning the direction of work; changes in procedures, scheduling, etc., which could affect the daily operations of an assigned area.

Nature and Scope of Recommendations, Commitments and Decisions:

Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Positions at this level are delegated authority to make final decisions concerning the direction of work, changes in procedures, scheduling, etc. that affect the daily operations of the area of responsibility. Decisions made by positions in this class are reviewed for conformance to nursing programs, policies and procedures.

Examples of Duties:

Maintains standards of nursing care and carries out hospital rules and regulations. Keeps current and implements policies and procedures of the organization and the nursing department; directs and coordinates the administrative and nursing service activities during for the day, evening or night shift, holidays and other days as needed; responds to all codes; coordinates the admission and transfer in and out of the facility;

participates in nursing supervisory meetings; may be assigned to investigate and follow-up of incident reports; acts as a consultant to the nursing staff in clinical nursing situations; participates in development, revision, and interpretation of hospital policies and procedures to nursing personnel; responsible for supervision, guidance and counseling of all personnel on any assigned shift; assists in development and implementation of staffing patterns for all units, assists in contacting personnel for overtime in case of unplanned absences; assists in providing an adequate and safe environment for patients and personnel; cooperates with all other departments to improve patient care.

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; and interprets program policies, rules, regulations and guidelines.

Knowledge and Abilities Required:

Knowledge of nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and development in nursing. Knowledge of Joint Commission of Accreditation of Hospital Organizations (JCAHO) requirements, and other federal, state, or private regulatory/review organizations. Ability to apply nursing theory and practice in planning and giving nursing care, recognize, interpret and evaluate symptoms of patient's condition and take appropriate action. Ability to plan and schedule the work of others and utilize the principles and practices of supervision. Positions should be able to initiate and maintain good working relationships with others.

REGISTERED PROFESSIONAL NURSE VII

6.457
SR-25

Duties Summary:

This position has 24-hour accountability for the management of clinical nursing practice and patient care for two or more units or areas in a hospital. This position coordinates and directly supervises staff in managing the daily operations of the units. This position has supervisory responsibilities over all shifts in the units and serves as a resource for staff in areas of policies, procedures, and standards of hospital nursing service; and performs other related duties as assigned.

Distinguishing Characteristics:

Serves in a responsible supervisory capacity for two or more patient care units and/or clinic service in a hospital and as a resource for staff in areas of policies, procedures, and standards of hospital nursing service.

Supervisory Controls:

Employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations. The employee is expected to inform the supervisor when unforeseen events or circumstances require significant changes such as matters that conflict with policies, procedures, etc. Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Position may direct the work of the units through subordinate supervisors.

Nature and Scope of Recommendations, Commitments and Decisions: Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Positions have final authority to approve nursing care plans prepared by lower level registered nurses and to make decisions regarding the operation of their health complex. Decisions made by positions in this class are reviewed for conformance to nursing programs, policies and procedures.

Examples of Duties:

Organizes each unit to maintain efficient operation; determines necessary qualifications for position within each unit; coordinates resources to accomplish objectives of each unit; selects and places appropriate individuals in roles/positions to accomplish unit and organizational objectives; responsible for staffing schedules; accountable for development of appropriate unit orientation and determines the competency level of unit personnel; regulates staffing patterns to meet patient care needs; responsible for identifying staff development needs and implementing measures to meet those needs; uses disciplinary plan or action appropriately; participates on committees to influence positive health care delivery; initiates/assists in the implementation of new policies and procedures; monitors deviations from established standard and takes appropriate action, to ensure quality of care; analyzes appropriate management reports; completes ongoing environmental needs assessments for both personnel and patients; develops budgets for the units; maintains confidentiality of staff and patients; provides leadership, guidance and direction in implementing hospital guidelines; keeps abreast of current trends in nursing and management; provides guidance for staff regarding ethical issues; acts as patient advocate; promotes the delivery of care in a manner that protects patient autonomy, dignity and rights; formulates ethical decisions utilizing appropriate resources; supervises and evaluates personnel performance; actively participates in interview of new/potential applicants and presents a positive image to enhance recruitment.

Knowledge and Abilities Required:

Knowledge of nursing theory and practice; nursing techniques and procedures; nursing literature and current trends and development in nursing. The ability to apply nursing theory and practice in planning and giving nursing care, recognize, interpret and evaluate symptoms of patient's condition and take appropriate action. The employee should be able to initiate and maintain working relationships with members of the medical staff, administration, nursing and other departments and agencies affiliated with

the hospital; facility in dealing with and developing policies and procedures experience or documented evidence of competence in the area of practice, administration, and/or leadership skills; knowledge of JCAHO requirements, and those of other federal, state, or private regulatory/review organizations with which the hospital interacts. Ability to communicate well with individuals at all levels; work as a team member; shows management, leadership, decision-making, interpersonal and communication skills.

REGISTERED PROFESSIONAL NURSE VIII

6.458
SR-26

Duties Summary:

This position oversees a major functional area/division of nursing care services in a large hospital to ensure efficiency, productivity and appropriateness for all levels of nursing care; or provides region-wide consultative and nursing education services and develops and implements various regional medical services programs; or 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:

This position supervises and directs the nursing care services for a major functional area such as surgical services, ancillary services, nursing services, home health care etc., in a large hospital setting; other positions at this level, in addition to providing consultative and nursing education services on nursing practices, techniques and procedures, are responsible for planning, developing, and implementing projects and programs utilizing nurses and other healthcare personnel.

Supervisory Controls:

The position receives general direction from the assistant director of nursing and/or the chief nurse executive to assure conformance to nursing standards and hospital policies and procedures. Work is performed independently in conformance with established policies and procedures. The incumbent is expected to inform the supervisor when unforeseen events/circumstances require significant changes. Review of work is nominal and administrative in nature.

Nature and Scope of Recommendations, Commitments and Decisions:

Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained and for conformance to nursing programs, policies and procedures. Positions make decisions regarding the operation of their functional area of responsibility.

Examples of Duties:

Plans, organizes , directs and controls a division or function of a large hospital; plans, assigns and reviews the work of nursing personnel through subordinate supervisors; responsible for several regional nursing programs such as compliance (with regulatory and accrediting organizations, government agencies, applicable statutes, regulations and policies and procedures), performance improvement, quality assurance, risk management and/or case management; collaborates with other departments in the development and review of recommended changes in nursing policies, procedures and programs; monitors data collection for staffing; monitors scheduling policies and adjusts to utilization needs; supports, interprets and enforces medical bylaws, rules, and regulations; provides reports as required; establishes scheduling policies and procedures to maximize facility and personnel utilization; monitors scheduling process and adjusts as necessary; develops productivity and competency tools to evaluate staff performance; monitors expenses for division services; uses national and area standards to plan and organize operations; develops and maintains clinical and administrative records and reports;; collaborates with clinical educators and other staff to develop various orientation and training programs to meet staff requirements; identifies potential programs for development; promotes service awareness programs with community and staff; and participates in appropriate committees and meetings.

Knowledge and Abilities Required:

Knowledge of hospital nursing programs and the methods and procedures necessary for program implementation; principles and practices of supervision and management as they relate to human resources, work flow and control, organization, etc.; fundamentals of nursing administration; developing nursing programs, policies and procedures; knowledge of new developments in the field of nursing and their application to the functional area and knowledge of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements, and other federal, state, or private regulatory/review organizations.

Ability to develop policies and procedures; prepare oral and written reports; communicate well with individuals at all levels; and apply the principal and practices of supervision.

This is an amendment to the class specifications for the series, REGISTERED PROFESSIONAL NURSE, to re-number, change class code and recognize the supervisory functions, effective December 1, 2006.

DATE APPROVED: December 1, 2006 _____

JANICE WAKATSUKI
VP/Director of Human Resources