

PART II	HAWAII HEALTH SYSTEMS CORPORATION	6.452
	STATE OF HAWAII	6.453
		6.454
		6.455
	Minimum Qualification Specifications	6.456
	for the Classes:	6.457
		6.458
	<u>REGISTERED PROFESSIONAL NURSE II, III, IV, V, VI, VII, VIII</u>	
	(REGISTERED PROF NURSE II, III, IV, V, VI, VII, VIII)	

Basic Education/Experience Requirements:

For nursing positions applicants must have graduated from an accredited school of nursing.

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:

Class Title	Nursing Experience (yrs)	Supervisory Experience (yrs)	Administrative Experience (yrs)	Total Experience (yrs)
Registered Professional Nurse II	0			0
Registered Professional Nurse III	½			½
Registered Professional Nurse IV	1-1/2	*		1-1/2
Registered Professional Nurse V	1-1/2	½		2
Registered Professional Nurse VI	2	½		2-1/2
Registered Professional Nurse VII	2	1	**	3
Registered Professional Nurse VIII	2	1	½	3-1/2

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

Supervisory Experience:

Professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

*Supervisory Aptitude: For Registered Professional Nurse IV, 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 group or

team leader; previous work experience in a position that demonstrates or performs supervisory functions 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 Experience: Experience in the field of personnel management and/or labor relations which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

****Administrative Aptitude:** Applicants for Registered Professional Nurse VII 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 nursing 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.

Selective Certification:

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

Departments 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.

Physical 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 of Human Resources or Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes REGISTERED PROFESSIONAL NURSE II - VIII, to clarify the type of experience a Master's degree substitutes, effective April 16, 2013.

This is an amendment to the minimum qualification specifications for the classes REGISTERED PROFESSIONAL NURSE, to delete the examples under Experience Required and to add "Total years" column to chart, effective November 24, 2008.

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

This is an amendment to the minimum qualification specifications for the classes REGISTERED PROFESSIONAL NURSE II, III, IV, V AND VI, to delete reference to public health nursing, delete the test requirement and to include the Mental/Emotional requirement effective June 16, 2005.

This is an amendment to the minimum qualification specifications for the classes REGISTERED PROFESSIONAL NURSE II, III, IV, V AND VI approved on November 16, 1982.

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.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources