Registered Nurse

Job Code	Job Title	Pay Grade
7113F2	Registered Nurse	36
7114F2	Registered Nurse Senior	37
7115F2	Registered Nurse Specialist	41
7116F2	Registered Nurse Administrator	42

CONCEPT:
This is professional nursing work that provides direct individual care and treatment, develops and implements nursing care plans and maintain individual medical records and charts.

TASKS:
RN

- Develops, implements, evaluates, and revises nursing care plans and communicates any changes verbally or in writing as necessary; makes bedside rounds; participates in nursing team and heath care team conferences; involves the individual and family in planning nursing care.
- Interacts with individuals in a therapeutic manner, providing guidance, direction, and support to appropriate behavior, activities, and life processes.
- Provides functional supervision to direct care staff.
- Reports significant changes in the individual's condition to the physician and other appropriate members of the health care team; records symptoms, reactions, and progress of the individual; administers medications and intravenous fluids and performs treatments safely, effectively, and therapeutically as ordered; maintains the individual's safety, dignity, and privacy.
- Provides nursing care according to accepted nursing standards and agency policies and procedures.
- Evaluates the effectiveness of nursing care; collects data on the progress from individuals, family, and other staff; makes frequent individual rounds and makes direct observations; documents the effectiveness of nursing actions.
- Takes and records individual history; performs initial hearing and vision screenings; refers individuals for dental, visual, and complete physical examinations, laboratory, and X-ray procedures.
- Participates in agency meetings and committees; may serve as committee chairperson.
- Oversees visiting periods, tactfully answering inquiries concerning individual welfare, care, and general progress.
- Escorts individuals off grounds to appointments and activities.
- Responsible for time management and prioritizing individual care activities.

RN Senior

- Coordinates the nursing care of assigned individuals by planning and supervising the work of support staff; orders medical and other supplies as required; supervises regular or special treatments, including physical, chemical and other treatments prescribed.
- Performs a nursing assessment by observing individuals, taking individuals medical/psychiatric history, and analyzing appropriate records and reports received.
- Develops a nursing care plan to incorporate the nursing approach to problem solving for the individual; reviews and revises nursing care plans in a timely and appropriate manner; monitors the progress of individuals and recommends changes in treatment plan, makes rounds with physician, instructs on self care techniques.
- Makes rounds on wards to review individual records; serves as a resource person or consultant to other nursing staff members in a given specialty, providing the latest diagnostic and treatment techniques; provides primary care to individuals within the specialty; teaches individuals and/or family members home care techniques.
- Teaches/instructs classes in a specialty area as a part of the training program for nurses, allied health practitioners, continuing education credit students, and other areas as appropriate.
- Directs the nursing program of a student health service, and other designated facilities.
- May serve as the only registered nurse on duty on the evening or night shift at a treatment facility, providing nursing treatment services in designated area and emergency medical services facility wide.

- Interacts with individuals in a therapeutic manner, providing guidance, direction and support to appropriate behavior, activities and life processes.
- Reviews individual care, evaluation forms and individuals charts to provide quality assurance.
- Conducts utilization reviews by examining and evaluating medical reports to ensure adequacy and appropriateness of nursing care services.
- Answers practice questions for nurses and employers by analyzing the law and applying their particular fact scenarios.
- Collect and organize evidence using appropriate certifications of authenticity and following chain of command procedures.
- Conducts interviews of people and records substance of interview during investigation process.
- Reviews and analyzes evidence and statements in relation to the law to verify violations of the Practice Act.
- Prepares and presents case summaries to Board members and carries out the assigned disposition of the case.

RN Specialist

- Coordinates a program of total nursing services at a state operated facility by assuring total staff coverage; serving as a consultant on difficult cases; serving as a liaison between nursing services and other departments in the facility; teaching advanced aide programs and continuing in-service training for shift personnel; and providing for supervision and evaluation of designated nursing personnel.
- Assists in planning, organizing, directing, and supervising a quality nursing care program; participates with section chiefs and department heads in the overall administration of the nursing program, ensuring that nursing policies remain consistent with hospital policy.
- Plans, assigns, and directs a program of total nursing services on a designated area for one or more shifts; supervises a staff of nurses providing nursing assessment and developing nursing care plans.
- Directs the nursing services program care by developing, implementing, and evaluating a plan of nursing services, providing for appropriate in-service training and nursing instruction, preparing nursing services budget, and developing nursing policies.
- Plans, provides for and evaluates a variety of nursing, developmental training, and other health care related instructional programs; determining the general objectives and sequence of such programs; planning the schedule of classes and providing for means of coordinating theory and practice; arranging for adequate classroom and library facilities.
- Directs a training program for the licensure of mental health technicians.
- Provides practical demonstrations, and conducts class discussions and lectures on nursing techniques and practices.
- Analyzes and evaluates the entire nursing education program as required; reviews current literature to implement new program components to maintain an appropriate training program.
- Analyzes and evaluates the effectiveness of statewide implementation of health care program(s).
- Consults with contractors, fiscal agents, providers of direct care services, or federal regulators.
- Provides professional consultative and supervisory work advising individuals and organizations in the interpretation of the Nurse Practice Act and in the investigation of official complaints made against persons licensed by the State Board of Nursing.
- Provides professional work in accrediting nursing education programs.

RN Administrator

- Administers the development of nursing service policies through planning, organizing, directing, coordinating, delegating, evaluating activities of the nursing service staff; participates in formulating agency policies, in devising procedures essential to the achievement of objectives, and in developing and evaluating programs and services.
- Assesses various programs, discusses individual area management, individual behavior, and reviews written reports submitted from designated individual living areas.
- Attends meetings such as research committee, administrative staff, utilization review committee, admissions committee, and others.
- Develops and maintains a nursing quality assessment program by establishing standards, objectives, criteria, and measurements for nursing care and systems for monitoring the nursing care provided.
- Serves as a consultant in the training and orientation of professional and paraprofessional staff.

LEVELS OF WORK

- Class Group consists of four classes.

Registered Nurse: This is full performance professional nursing work. Work involves providing direct individual care and treatment, participating in the development and implementation of professional nursing practices and maintaining individual records and charts. Functional supervision may be exercised over direct care staff.
Minimum Requirements: Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas.
Necessary Special Requirements: Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Registered Nurse Senior: This is supervisory or specialized professional nursing work. Work involves performance of supervisory or coordinating nursing duties of all nursing services for a designated work area, or the performance of investigations or utilization review.
Minimum Requirements: Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas and one year of experience in registered nursing.
Necessary Special Requirements:
Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Registered Nurse Specialist: This is managerial or supervisory nursing work. Work involves responsibility for coordinating special programs or facility wide nursing services on a shift; serving as an Assistant Director of Nursing within a major treatment facility or Director of Nursing within a moderate sized treatment facility.
Minimum Requirements: Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas and one year of experience in registered nursing.
Necessary Special Requirements:
Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Registered Nurse Administrator: This is administrative nursing work responsible for the overall management and direction of the nursing services at a major treatment facility. Work involves the responsibility for organizing, supervising, and coordinating the work of nursing care services; maintaining professional, legal and ethical standards of performance, and the development of agency policies.
Minimum Requirements: Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas and four years of experience in registered nursing.
Necessary Special Requirements:
Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 12/13
REV: 11/21
REV: 6/24