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NURSING SERVICES

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses seven levels and includes both para-professional and professional work in the field of nursing. Positions in this series provide treatment according to the standards of nursing care allowed under the scope of respective licensure or serve in the administration of nursing services. This series encompasses both general practice and specialized management including infection control, quality assurance, MDS administration, and general nurse supervision.

Staff Care Technician I

I75011

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is utilized as an under-fill level for the Staff Care Technician II and may not be a permanent assignment. Incumbents must successfully complete the required State approved 76-hour nurse aide training course and competency evaluation program administered by the State of Nebraska for continued employment. This class initially works under close supervision and gradually less supervision as proficiency in skills is acquired.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists with or provides personal hygiene care for members.

Provides general nursing care of members, such as applying clean and dry dressing; performing decubitus care; providing cold or warm applications.

Lifts or transfers members manually or with mechanical lifts. Turns and repositions members to prevent wounds from developing. Transports patients or members throughout the facility via wheelchair, provides members with help walking, exercising, and moving in and out of bed.

Maintains a safe and sanitary living environment by removing soiled and wet bedding, making beds, laundering member clothing, and locking up cleaning supplies.

Completes paperwork regarding charting of member care and treatment such as recording vital signs, appetite observations, flow sheets, restraint sheets and member transfers.

Assists in evaluating members needs and makes recommendations to supervisors regarding the planning of individual care and provide continued motivation of members.

Accompanies members to off-site locations or within campus grounds.

Learns to evaluate and report behavior, symptoms of illness and progress of members to appropriate nursing supervisory staff.

Attends in-service training classes and participates in on-the-job training programs to acquire knowledge, skills and abilities necessary for continued employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Skill in: active listening and communicating clearly with others.

Ability to: learn the principles and processes for providing customer and personal services; attend and complete nurse aide classroom training courses; complete courses and competency evaluations necessary to be listed on the Nebraska Nurse Aide Registry and the Nebraska Medication Aide Registry; complete written and physical nurse aide tasks; communicate information, count accurately and record numerical and alphabetical data; observe, recognize, report on physical status; lift up to 50 lbs. occasionally and push/pull up to 75 lbs. on a daily basis; frequently bend at the waist and neck, frequently twist at the waist, and walk or stand up to 90% of the shift; interact with members and others in a positive manner and be flexible to meet changing demands of the job; use empathy in dealing with others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must be at least 18 years of age.

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Staff Care Technician II

I75012

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under immediate supervision of a licensed Registered Nurse or designee, provides basic nursing care, administers medications, and applies treatments for members within the scope of the Nebraska Medication Aide Act, State of Nebraska Nursing Assistant regulations and agency regulations. Trains, mentors, coaches and assists with the orientation of new Staff Care Technicians and performs related work as assigned. Incumbents classified to this level have completed the required coursework, demonstrated the written and clinical competencies required by the State of Nebraska for nursing assistants, are listed on the Nebraska Nurse Aide Registry, and are expected to meet requirements to be listed on the Medication Aide Registry as a Medication Aide-40 Hour within one year of employment.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides personal hygiene care for members, including but not limited to, toileting, bathing, dressing, shampooing, shaving, hair combing or brushing, and tooth brushing. Feeds members or assists feeding members. Answers member's call signals; responds to basic care needs and requests.

Provides general nursing care of members, such as applying clean and dry dressings, performing decubitus care, and providing cold or warm applications.

Lifts or transfers members from one position to another manually or with mechanical lifts. Turns and repositions members to prevent wounds from developing. Transports members throughout the facility via wheelchair, provides members with help walking, exercising, and moving in and out of bed.

Administers medication and observes members for adverse medication reactions.

Maintains a safe and sanitary living environment for members by removing soiled and wet bedding, making beds, laundering member clothing, and locking up cleaning supplies.

Completes paperwork regarding the charting of member care and treatment such as recording vital signs, appetite observations, flow sheets, restraint sheets and member transfers.

Assists in evaluating member's needs and makes recommendations to supervisors regarding the planning of individual care and re-motivation of members.

Escorts members to locations on or off the facility campus.

Aids in planning member treatment care and assists in overseeing the activities of the members.

Evaluates and report behavior, symptoms of illness and progress of members to appropriate nursing supervisor staff.

Attends in-service training classes and participates in on-the-job training programs to acquire knowledge, skills and abilities necessary for continued employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and processes for providing customer and personal services; Nebraska Medication Aide Act, medication administration and adverse medication reactions; regulations governing nursing assistants; practices and principles of providing basic nursing assistance; infection control practices; HIPPA regulations; abuse and neglect identification and prevention; safety principles; privacy and dignity principles.

Skill in: providing basic nursing assistance, administering medications; developing positive relationship with others.

Ability to: recognize adverse medication reactions and take appropriate action; follow oral and written instructions in exact detail; lift up to 50 lbs. occasionally and push/pull up to 75 lbs. on a daily basis; frequently bend at the waist and neck, frequently twist at the waist, and walk or stand up to 90% of the shift; interact with members and others in a positive manner and be flexible to meet changing demands of the job.

MINIMUM QUALIFICATIONS:

(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must be at least 18 years of age, completed a State approved 76-hour nurse aide training course and competency evaluation program, and be listed on the Nebraska Nurse Aide Registry.

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Licensed Practical Nurse

175013

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Incumbents provide nursing care for ill, injured, or disabled persons within the scope of the Practical Nurse licensure. Work may only be performed under the direction of a Registered Nurse or other eligible licensed practitioner and within the scope of the Nurse Practice Act.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Observes, evaluates, and charts patient's behaviors, symptoms, reactions to medications, diet, the environment and patient needs. Responds to patient's calls and/or requests.

Prepares and administers therapies and/or treatments such as rehabilitation activities, dressing wounds, or other skin or breathing treatments. Documents care activities in patient's medical record.

Collect lab specimens.

Administers medications, charts time given and amounts on patient records; is aware of potential and actual adverse medication reactions and responds appropriately when such occur.

Assists or collaborates with Registered Nurses, Administrative Nurse, or team leader in developing nursing care plans; assists in implementing care plans. Participates in interdisciplinary team meetings to provide input into patient care planning. Interprets care and treatment plans and approaches to other personnel.

Reviews charting and evaluates and reports patient care to proper persons; keeps necessary records.

Prepare patients for examinations, tests, or physician visits.

Monitors direct care staff; assists in training and educating direct care staff.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: licensed practical nursing theory and practice, principles and techniques of patient care and treatments, medication and medication administration procedures and practices, and care and use of medical equipment and supplies.

Skill in: coordinating and providing nursing care.

Ability to: evaluate nursing needs and to exercise competent judgment; evaluate patient behaviors, symptoms, and effects of medications; plan, monitor work of direct care staff; apply proper body mechanics for heavy lifting; communicate effectively; interact with members and others in a positive manner and be flexible to meet changing demands of the job; follow oral and written instructions in exact detail; prepare and maintain records, charts and reports; maintain a helpful and sympathetic attitude toward patients.

MINIMUM QUALIFICATIONS:

(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Licensed Practical Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a Licensed Practical Nurse in Nebraska is required.

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Registered Nurse

H75014

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision of an Assistant Director of Nursing or Administrative Nurse, and within the scope of the Registered Nurse licensure, provides professional nursing care for ill, injured, or disabled persons, provides clinical direction and guidance to Licensed Practical Nurses and direct care staff, provides direct patient nursing care and treatments within the scope of licensure, and performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs, coordinates, monitors, and/or provides patient care activities and the delivery of nursing care by licensed professional nursing and direct care staff. Trains nursing or direct care staff in appropriate nursing care standards and techniques to maintain standards of quality patient care.

Assists in the orientation of newly hired nurses.

Makes patient rounds; closely monitors the condition of patients; assesses health status and implements appropriate nursing interventions. Administers medications and/or treatments or supervises the administration of medications by licensed or certified staff members. Evaluates and reports patient symptoms, progress, and reactions to medications.

Consults with physicians, psychiatrists, psychologists, and other treatment staff members to communicate necessary information to assure quality patient care.

Writes a variety of reports on patient progress, medication use, initiates and completes patient focused actions necessary to accomplish the goals defined in the plan of care. Ensures patient records are kept current, transcribes physician's orders and records medications.

Assists in the evaluation of patient progress as part of the interdisciplinary team; participates as a member of an interdisciplinary team; develops, implements, evaluates, and revises nursing care plans and communicates any changes.

May serve as an Administrative Nurse or Assistant Director of Nursing in their absence.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: nursing theory and practice; accepted standards of care; policies and procedures governing nursing care; sanitation and infection control standards, policies, and procedures; techniques of providing quality nursing care; standards for charting medical records; current medications, their uses and reactions; Nebraska regulations pertaining to nursing scope of practice.

Skill in: coordinating and providing nursing care.

Ability to: observe changes in the medical condition of patients and effectively communicate these changes to other nursing staff members and physicians; consult with clinical specialists; instruct others in patient care; maintain accurate medical records and write periodic reports; communicate effectively with medical professionals, direct care staff members, and other facility staff members; follow oral and written instructions in exact detail, maintain a helpful and empathetic attitude toward patients; participate on an interdisciplinary team; utilize sound and effective professional nursing judgment.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a Registered Nurse in Nebraska.

Administrative Nurse

H75015

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision and within the scope of the RN licensure, positions in this classification may be assigned one or more of the following primary administrative roles: first line supervisor over professional and direct care nursing staff in the delivery of nursing services; direct the infection control program and oversee the risk management processes; develop and present a wide variety of clinical care training programs and assess the competency of a variety of clinical care programs and situations. Performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develop and conduct a facility competency program to orient teammates to the facility, clinical care program/practices/procedures, and identify core competencies and accesses clinical competency. Program must satisfy agency, state and federal guidelines, as well as accreditation and licensure standards. Utilize advanced instruction developmental skills and alternative learning methodology.

Conduct formal program assessments to determine effectiveness of presented learning opportunities to implement changes to course curriculums, delivery, material, etc. and based on review of clinical data or sentential events, the need to develop new or revise existing clinical care techniques.

Collect, review, and analyze clinical care performance improvement data to identify performance gaps. Consultant with Nursing Director or other clinical staff to identify factors and appropriate strategies to resolve performance gap.

Participate in clinical committees to develop facility clinical policies, procedures, review and assess clinical care practice such as infection control and recommended appropriate actions.

Coordinate and direct the Infection Control program and oversee the Risk Management (safety/security/liability) processes for a facility.

Develop the risk management process for the agency facilities though surveillance, audits, records, reviews, drills competency testing and communications. Survey the facilities regularly to observe infection or potential for infection to develop and recommend corrective action.

Develop annual reviews and update all agency infection control policies and procedures ensuring compliance with federal, state, and local regulations.

Perform "front end" consultation with nursing and/or related medical staff, supervisor, administration and external customers to determine staff training needs based on work until/department performance deficiency or directed program change.

Directly supervise Registered Nurses, and/or Licensed Practical Nurses on assigned shift and/or may supervise direct care professionals.

Supervise and monitor the therapeutic milieu of patient care to ensure that RN's, LPN's, and direct care staff provide appropriate treatment actions that are in the best interest of the patient.

Administer nursing services on assigned shift; complete performance evaluations for assigned nursing service employees; address work performance issues with assigned staff following established counseling or disciplinary procedures; schedule nursing service staff for assigned shifts and work area.

May fill in for the Assistant Director of Nursing in their absence.

Consult with psychiatrists, physicians, physiologist, and other clinical staff in coordinating individual patient care treatment plans and compliance with legal and Health Board orders.

Resolve conflicts between patients utilizing de-escalation techniques and other interventions to identify potential behaviors and triggers which can lead to crisis situation and create safety concerns for patients and staff.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: registered nursing theory and practice; accepted standards of care; policies and procedures governing nursing care; sanitation and infection control standards; planning, providing and evaluating quality nursing care; Nebraska regulations pertaining to nursing practice, including scope of practice parameters; psychology or another behavioral science; supervision or management of techniques, principles, or practices; adult training and development; principles and practices of employee development programs; federal and State laws, rules, policies, and accreditation standards as they apply to infection control and risk management; infectious diseases; prevention of infection.

Skill in: coordinating and providing nursing care; directing nursing service shifts or program activities, development of clinical training and teaching.

Ability to: supervise a shift or program for nursing care; oversee the maintenance of medical records, write administrative reports as required; communicate effectively orally and in writing; research, develop, and present learning opportunity programs; evaluate effectiveness of training courses; analyze data.

MINIMUM QUALIFICATIONS:

(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a Registered nurse in Nebraska and one year of relevant experience.

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Assistant Director of Nursing V75016

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision from the Nursing Director or Hospital Administrator, and within the scope of the RN licensure, performs supervisory nursing work, responsible for the 24-hour supervision of nursing services for the adult Correctional hospitals and clinics (Lincoln base), or is responsible for a major program, patient service unit, or department within a facility; assists nursing leadership as requested; supervise professional and paraprofessional staff in the planning, implementing, delivery, and evaluation of nursing services; performs related work as assigned. Positions in this class are responsible for a nursing services area program or unit, which includes the supervision of assigned staff and policy/procedure development for assigned area OR has supervisory responsibility for nursing services on an entire shift.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directly supervise professional and paraprofessional nursing staff in providing quality patient care. Complete performance evaluations on assigned nursing service employees. Schedule nursing service staff to assigned shift and work area.

Train employees or staff in providing nursing care of members. May assist as needed in required nursing in-service training programs.

Consult with psychiatrists, physicians, psychologists and other clinical staff in coordinating individual patient care treatment plans.

Resolve conflicts between patients and employees as well as personnel related problems.

Assures high standards of infection control.

Assist in the administration of the quality assurance program as well as utilization review or the Corrections accreditation program.

Assures that adequate standards of medical record keeping are maintained.

Completes various nursing service reports.

Responsible for inventory control of all narcotics, syringes, drugs and supplies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: registered nursing theory and practice; accepted standards of care; policies and procedures governing nursing care; sanitation and infection control standards; planning, providing, and evaluating quality nursing care; Nebraska regulations pertaining to nursing practice, including scope of practice parameters; psychology or another behavioral science; supervision or management techniques, principles,

Skill in: coordinating and providing nursing care; directing nursing service program activities.

Ability to: supervise a shift or program for nursing care; oversee the maintenance of medical records; write administrative reports as required; communicate effectively electronically, telephonically, on paper, or in person; use a computer.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a Registered Nurse in Nebraska and one year of experience assigning, reviewing, leading, or supervising the work of others.

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Director of Nursing G75017

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under administrative direction, and within the scope of the RN licensure, performs administrative nursing work through planning, organizing, and directing nursing and patient care services in a state agency or facility. Incumbents manage the administration of all care delivery systems for nursing/treatment services within a facility or institution and ensure such services follow governing accreditation standards and/or certification and standard of care practices and regulations. Incumbents manage a large professional and paraprofessional staff through subordinate nursing managers. Incumbents work under the general direction of the Facility Administrator; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, and directs nursing care in accordance with certification, accreditation, or licensing standards/regulations.

Interprets regulations and standards and communicates nursing philosophy and objectives to nursing staff; develops resources to provide nursing services that meet applicable standards.

Promulgates nursing service policies and procedures in conjunction with other administrative staff and departments.

Interviews, hires, and assigns nursing service supervisors. Trains and evaluates nursing service supervisors.

Assists in the administration of quality assurance program, utilization review, and infection control and other facility committees or programs.

Acts as representative of nursing services at administrative and professional staff meetings.

Represents the facility to public and private groups.

Assists the facility budget officer in preparation of budget for nursing service.

Conducts meetings with the nursing staff and other members of the health care team to develop, implement, and communicate nursing goals and objectives.

Coordinates activities of the facility nursing department with other departments and management employees.

Performs nursing tasks in emergencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: registered nursing theory and practice; accepted standards of care; nursing care standards required for facility licensing, certification or accreditation; sanitation and infection control standards; planning, providing and evaluating quality nursing care; Nebraska regulations pertaining to nursing practice, including scope of practice parameters; psychology or another behavioral science; supervision or management techniques, principles, or practices; personnel management and resource allocation principles; budget and personnel management.

Skill in: coordinating and providing nursing care; planning, directing, and coordinating the activities of a nursing service department; promulgating policies and procedures; resolving conflict.

Ability to: supervise comprehensive nursing care services; oversee the maintenance of medical records; write administrative reports as required; communicate effectively orally and in writing; use a computer maintain effective working relationships with institutional administrators and program managers; ensure the provision of required nursing in-service programs and continuing education; maintain nursing standards of patient care to ensure facility accreditation; represent the facility to public and private

MINIMUM QUALIFICATIONS:

(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a registered nurse in Nebraska and two years of experience assigning, reviewing, leading, or supervising the work of others.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Continuing Education is a requirement to maintain licensure as a Practical Nurse and Registered Nurse.

Licensed and certified positions will be required to demonstrate clinical competency on an annual basis.

Some positions are subject to call back during an emergency condition.

Employees in positions performing direct care functions may be exposed to infectious waste, diseases, and blood and airborne pathogens such as Tuberculosis, HIV, and Hepatitis.

Some hiring agencies may require a pre-employment medical exam, communicable disease testing, drug test, and thorough background check, and may require an annual Tuberculosis Interferon Screen.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 6/2019

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date