

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REGISTERED NURSE II

POSITION CODE: 38132
Effective: 5-1-03

DISTINGUISHING FEATURES OF WORK:

Under direction and in accordance with established standards, procedures and policies, functions as a lead worker of professional nursing personnel, subprofessional patient care personnel, or both professional nursing and subprofessional patient care personnel in an assigned patient care unit; utilizes professional training and expertise in the field of nursing to assure that other personnel assigned to patient residential or health care functions correctly carry out assigned duties; or acts as an evening or night shift charge nurse/lead worker of the nursing care staff of multiple care units where supervisory nursing direction is not available; or acts as the facility wide in-service nursing instructor; or functions as the facility wide coordinator of the utilization review program; or functions as the facility wide coordinator of the infection control program; or serves as head general health nurse of a facility or an agency's employee health program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assigns patient care and treatment duties to patient care personnel in assigned patient care area.
2. Monitors and reviews the various functions carried out by assigned staff for efficiency and adherence to patient care and treatment and management plans; instructs and explains to the assigned personnel the purpose, procedures and proper methods in carrying out the assigned duties; serves as a nonsupervisory resource person to assigned personnel in all aspects of their work.
3. Monitors duties performed by assigned personnel to assure adherence to operating policy and procedures; interprets policy and procedures to the assigned patient care and treatment personnel; assists other professional patient care and supervisory personnel in developing nursing policy and procedure.
4. Discusses work performance of subordinate staff with supervisory personnel to assist in evaluation process.
5. Reviews record keeping functions to assure that physician orders are posted on medical sheets and cards, medications are properly charted and records of nursing care and patient treatments and observations are maintained.
6. Provides direct patient care and primary nursing care services as needed, such as medical treatments, administering medications, patient assessments, nursing interventions, making patient rounds, preparing and maintaining patient and unit records.
7. Coordinates the facility's utilization review program; reviews medical necessity and appropriateness of admissions; reviews recipients' records and makes recommendation concerning the necessity of extended stay in the facility; maintains liaison with other facility professional personnel and third parties to assure continuity of recipient care.

REGISTERED NURSE II (Continued)

8. Plans and conducts a facility wide in-service training program for professional nursing and subprofessional patient care personnel; prepares teaching materials and evaluates each class member for acceptable completion of the training program; provides post class room instruction to staff members in applying various patient care procedures and techniques.
9. Plans, assigns and reviews the patient care activities assigned personnel involved in administering professional emergency and health nursing services and care; assigns and/or reassigns nurse care personnel; plans, coordinates and implements a continuing health informational and educational program for a facility or an agency; coordinates programs and training courses between various facilities; conducts surveys to determine areas of needed health educational programs.
10. Plans and coordinates the facility's patient, student and employee immunization program; instructs professional nursing personnel in the goals and procedures to be followed in carrying out the facility's immunization program; monitors the spread of infectious and communicable diseases; controls and maintains records of infectious and communicable diseases and the patient, student and employee immunization program for references and statistical analysis; provides consultation to the facility staff regarding correct procedures involved in controlling communicable diseases; prepares and maintains a current public health procedure manual.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and one year of professional nursing experience; or (c) a master's degree in nursing.

Requires licensure as a Registered Nurse in the State of Illinois.

Knowledges, Skills and Abilities

Requires extensive knowledge of professional nursing principles and procedures and theory.

Requires extensive knowledge of normal and abnormal reactions to various drugs and medications.

Requires thorough knowledge of the methods and techniques utilized in developing educational programs.

Requires ability to develop and maintain harmonious working relationships with patient care staff.

Requires ability to guide, motivate and to orient and educate assigned patient care staff.

Requires ability to present educational materials in a clear and concise manner.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.