

Classification and Qualification STANDARDS

Registered Nurse Series

Classification Title	Class Code	Date Established	Date Revised
Registered Nurse I – 10 month	8150	11-19-1976	02-01-2010
Registered Nurse I – 12 month	8151	11-19-1976	02-01-2010
Registered Nurse II – 10 month	8153	11-19-1976	02-01-2010
Registered Nurse II – 12 month	8154	11-19-1976	02-01-2010
Registered Nurse III – 10 month	8156	11-19-1976	02-01-2010
Registered Nurse III – 12 month	8157	11-19-1976	02-01-2010

OVERVIEW:

This series is comprised of three classifications with progressive responsibility for nursing care and services and administrative duties within Student Health Centers. Incumbents in this series are involved in the direct performance and/or management of professional nursing care and health maintenance services in Student Health Centers. Registered nursing scope of practice includes the observation of the signs and symptoms of illness and injury, reaction to treatments, abnormal characteristics, and general physical condition, as well as the implementation of standardized treatment procedures, including emergency procedures. Registered nursing also includes direct and indirect patient care services that ensure safety, comfort, disease prevention and restorative measures, including administering medications and therapeutic agents to implement a treatment, disease prevention, or rehabilitation regimen ordered by a physician or similar practitioner.

Registered Nurses are distinguished by the possession of a registered nursing license and nursing assignments which require a substantial amount of scientific knowledge or technical skills to perform such nursing services such as assessment, treatment, disease prevention, and restorative measures. The distinguishing features of each classification are highlighted below.

Registered Nurse I – Under the direct supervision of a physician or similar practitioner or higher level Registered Nurse incumbents perform standard nursing care duties following established procedures and protocols, including observing, interpreting, recording and reporting patients' symptoms, reactions, and behaviors. This is a first-level registered nursing position requiring minimal experience for entry to the classification and involving limited administrative responsibilities. Unlike the Licensed Vocational Nurse, the Registered Nurse I (RN I) is able to independently perform the full range of nursing care and assessment.

Registered Nurse II – Under general supervision, incumbents perform general and specialized nursing functions and some administrative functions. The Registered Nurse II (RN II) is differentiated from the Registered Nurse I by the performance of specialized nursing functions and the application of highly specialized skills and knowledge which have been acquired through periods of learning and practice and through advanced training in a specialty area approved and/or specified by a physician, or by the application of administrative skills in carrying out responsibility for assisting in the implementation of services, policies, and procedures. Movement from Registered Nurse I to Registered Nurse II is not an automatic process simply based on the attainment of increased education and experience. Rather, the majority of the work assignments must require the higher level skills and knowledge of a Registered Nurse II. Incumbents exercise more independent judgment and discretion in determining patient needs, planning, and modifying nursing care and applying nursing treatments.

Registered Nurse III – Under the general direction of a medical provider, the Registered Nurse III (RN III) is responsible for the development, implementation, and daily management of student health center nursing programs. Incumbents perform professional nursing duties exercising more independent decision-making,

judgment, and initiative with regard to diagnosis and treatment of patients. As part of their operational and administrative duties, incumbents assess health center needs, and develop and implement nursing standards, policies and procedures.

DIFFERENTIATING FACTORS:

The three classifications defined in this series and are differentiated based on the following factors and criteria.

1. The complexity and difficulty of nursing duties assigned as reflected by the complications which stem from the patients' conditions, the specialized skills and knowledge required to provide nursing care and the nature of personal contacts with patients.
2. The level of responsibility in terms of supervision received and given. Included are such considerations as the extent of the nurse's responsibility for (a) planning or modifying the nursing care for patients; (b) determining the patient's need to receive immediate medical attention; (c) deciding when standard treatment procedures should be applied; and (d) providing significant, reliable, and timely information to physicians and similar practitioners to assist them in determining the course of medical treatment to be established.
3. The level and extent of nursing program management and responsibility which deal with the degree of autonomy, the amount of responsibility for developing and implementing new and enhanced programs, the number and variety of kinds of special programs offered; and the extent and responsibility for coordinating health service activities with other community services.

REGISTERED NURSE I

Incumbents in this classification work under the supervision of a Physician or similar practitioner or higher level Registered Nurse. They perform the full range of registered nursing care duties including observing, interpreting, recording and reporting patients' symptoms, reactions, and behaviors. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Triage patients based on a nursing diagnosis through observation of the patient's physical condition and interpretation of information obtained through the patient interview and other sources.
- ◆ Prepare patients for medical examinations and treatments and assist physicians and other similar practitioners in clinical examinations.
- ◆ Formulate a care plan for the patient which provides for indirect and direct nursing care.
- ◆ Perform therapeutic measures and nursing services as ordered by a physician or similar practitioner such as, but not limited to, performing TB and other skins tests; performing electrocardiograms; performing pulmonary function testing; conducting irrigations and catheterizations; suctioning tracheotomies; observing, recording, and treating drug reactions; applying and changing dressings; measuring and fitting for crutches, and teaching to walk with crutches; ear lavage; and similar treatments and procedures. Decisions regarding treatment of patients' illnesses and development of health programs primarily are made by physicians and other similar practitioners.
- ◆ Under the orders of a physician or similar practitioner, may administer medications by various means, including oral, intramuscular, subcutaneous and intravenous routes; perform phlebotomy; start and superimpose intravenous lines and fluids, and administer vaccines and treatments.
- ◆ Evaluate the effectiveness of care plans by observing the patient's physical condition and behavior, signs and symptoms of illness and injury, and reactions to treatment and through communication with the patient and other members of the health care team. Assist in modifying treatment plans as needed.
- ◆ Educate and counsel patients regarding treatment plans and self-care.
- ◆ Perform basic and CLIA-waived testing including obtaining specimens and assist in acquiring other tests for patients such as preparing requisitions for laboratory and X-ray work as ordered by a practitioner.
- ◆ Support general health center maintenance such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, checking refrigeration equipment is operating at required temperatures for storage of medications and specimens; stocking supplies; assisting in maintaining and filing medical records.

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- ◆ May assign tasks to and review work of clinic support staff within their scope of practice including, but not limited to, Clinical Assistants, Medical Assistants, and Licensed Vocational Nurses.
 - ◆ Keep current with registered nursing field and requirements and maintain competencies relative to the scope of practice.

TYPICAL QUALIFICATIONS:

Knowledge:

Thorough knowledge of professional nursing principles, methods and procedures; anatomy and physiology applicable to assigned duties; medical supplies and equipment used in nursing practice; and the uses and effects of medications and narcotics. Working knowledge of applicable state and federal laws and regulations pertaining to registered nursing and the scope of practice limitations of clinic support staff.

Abilities:

Ability to effectively apply nursing knowledge and demonstrate proper techniques and skills in performing nursing duties; accurately observe and record symptoms, behaviors, and reactions to treatments in order to make a nursing diagnosis; respond with therapy to treatment reactions; use applicable health center automated systems to perform duties and maintain records and prepare reports; gain the cooperation of patients; analyze emergency situations and take prompt action; maintain patient confidentiality and privacy in compliance with applicable state and federal laws and regulations; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with patients from diverse backgrounds.

Education and Experience:

Graduation from high school or the equivalent plus completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing. Typically, no experience is required as this is an entry-level registered nursing classification for recently licensed registered nurses.

Licensing/Certification Requirements:

Must possess and maintain a valid license as a Registered Nurse in the State of California. Incumbents must also possess and maintain certification in CPR/AED.

REGISTERED NURSE II

Under general supervision, incumbents in this classification perform general and specialized nursing functions requiring the application of highly specialized skills and knowledge which have been acquired through advanced training, education, and practice in a specialty area, such as family planning or nutrition, approved and/or specified by a physician. The Registered Nurse II exercises more independent judgment and discretion in determining patient needs, planning and modifying nursing care, and applying nursing treatments. In addition, incumbents often assist higher level RN's or practitioners in such administrative functions as the implementation of services, policies, and procedures and may provide lead work direction for other nursing staff in the assigned area.

In addition to the registered nursing duties of the Registered Nurse I outlined above, the Registered Nurse II typically performs some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Triage patients with more complex presentations and develop a nursing diagnosis based on observation of the patient's physical condition and interpretation of information obtained through the patient interview and other sources.
- ◆ Formulate and implement a nursing care plan for more complex cases requiring higher levels of or more specialized skills and knowledge.
- ◆ Counsel and educate patients and may conduct group sessions for students in matters related to the specialty area, which may include such specialties as nutrition or family planning. Coordinate activities and needs of the specialty area with community agencies or other campus units such as the food service.

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- ◆ May staff a nurse clinic for patient assessment and treatment under established protocols and standardized procedures for specific conditions such as emergency contraception, urinary tract infection, and colds.
 - ◆ Assist in the development and implementation of nursing services, policies, and procedures.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge requirements of a Registered Nurse I, the Registered Nurse II must possess broader and specialized nursing knowledge that supports the performance of specialized duties in such areas as, but not limited to, triage and assessment, patient counseling, and staffing specialized nursing clinics. Also must have a broader knowledge of clinic operations and the development and implementation of a nursing program, including procedures and protocols.

Abilities:

In addition to the abilities outlined for a Registered Nurse I, the Registered Nurse II must be able to effectively apply specialized nursing skills.

Education and Experience:

The same education requirements as for the Registered Nurse I. In addition, the Registered Nurse II requires professional nursing experience which has provided evidence of the ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center. Typically, this requires at least one year of professional nursing experience.

Licensing/Certification Requirements:

Requirements are the same as for the Registered Nurse I.

REGISTERED NURSE III

Under general direction, the Registered Nurse III develops or assists in the development and implementation of nursing standards, policies, and procedures for a Student Health Center or specialty nursing program, as well as oversees and directs the nursing services for one or more specialty areas or for the Student Health Center.

In addition to the professional nursing duties outlined above for the Registered Nurse I and II, incumbents typically perform some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse III; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Develop and implement a nursing program(s) to support the Student Health Center needs, including developing nursing standards, policies, and procedures.
- ◆ Provide lead work direction to and evaluate the work of nursing and other clinic support staff. Lead work direction involves organizing, scheduling and assigning work, training and orienting employees, and providing input to employee selection and performance evaluations.
- ◆ Coordinate daily nursing operations and ensure appropriate staffing levels to meet clinic needs. May assist in developing and monitoring the nursing budget.
- ◆ Develop and implement in-service training and special programs such as health lecture series or testing programs in response to the needs of the campus or the community.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge requirement for the Registered Nurse I and II, the Registered Nurse III must possess a working knowledge of effective supervisory methods and technique and a more comprehensive understanding of nursing programs and specialties.

Abilities:

In addition to the abilities outlined for the Registered Nurse I and II, the Registered Nurse III must be able to provide effective work direction; plan and organize the work of others; assess, plan, develop, implement and evaluate a nursing program which may include one or more nursing specialties or clinics.

Education and Experience:

The same education requirements as for the Registered Nurse I. In addition, the Registered Nurse III requires professional nursing experience which has provided evidence of the ability to perform the nursing duties described above and has included administrative and lead responsibilities. Typically, this requires at least three years of progressively responsible professional nursing experience.

Licensing/Certification Requirements:

Requirements are the same as for the Registered Nurse I.