

REGISTER NURSE III
NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
NORTHERN NEW HAMPSHIRE CORRECTIONAL FACILITY IN BERLIN
3:00 p.m. – 11:00 p.m. Rotating Days Off
\$53,890.72 - \$63,724.96
(Salary includes Hazard Duty Pay)
(Salary does not reflect any applicable Shift differential and/or Weekend pay)
#41491

This full-time position will provide general nursing care and treatment in a centralized adult ambulatory setting and/or inpatient infirmary unit within a correctional facility, working in close and immediate contact with prisoners on a daily basis while maintaining security.

Minimum Qualifications:

Education: Graduation from a recognized nursing program with either affiliate or postgraduate courses and clinical experience.

Experience: Two years' experience as a registered nurse in a setting similar or equivalent to the position assigned.

License/Certification: Current license as a Registered Nurse in New Hampshire and American Nurses Association certification in any of the certifiable adult specialties.

Employees are required to pay an agency or union fee.

For further information regarding this position, please contact Linda McDonald, Program Specialist II at (603) 271-5645.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Department of Corrections, Human Resource Office, PO Box 1806, Concord, New Hampshire 03302-1806, nhdocemploy@nhdoc.state.nh.us (603) 271-5650 and is available on the Internet at www.admin.state.nh.us/hr. *** **In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. *****

Resumes will not substitute for a fully completed State application.

EOE

Classification: Registered Nurse III Function Code: 7597-046

POSITION TITLE: Correctional Line RN III Date Established: 7/1/99

Position Number: 41491 Date of Last Amendment: 1/13/00

SCOPE OF WORK: Provides general nursing care and treatment in a centralized adult ambulatory setting and/or inpatient infirmary unit within a correctional facility, working in close and immediate contact with prisoners on a daily basis while maintaining security.

ACCOUNTABILITIES:

- Utilizes the nursing process in patient/inmate nursing assessment and treatment of adult health care needs.
- Provides for the integration and implementation of the medical/dental regimen.
- Makes independent nursing judgments when responding to emergency medical situations involving inmates or staff.
- Provides nursing clinical supervision or technical assistance for RN I, RN II, agency nurses or non-health staff in patient/inmate management.
- Acts in the capacity of on-duty charge nurse as assigned.
- Participates in infection control activities in accordance with Department policy and as directed by the infection control coordinator.
- Participates in infection control activities in accordance with Department policy and as directed by the infection control coordinator.
- Participates in the orientation and continuing education of staff.
- Participates in the Health Quality Improvement Program.

MINIMUM QUALIFICATIONS:

Education:

Experience: See class Specification for Minimum Qualifications

License/Certifications: American Nurses Association certification in any of the certifiable adult specialties.

Special Requirements: Successful completion of the Corrections Academy and continuing Certification as correctional line personnel as established by the certifying authority.

CLASSIFICATION: REGISTERED NURSE I

Class Code: 7596-19

Date Established: 07-10-81

Occupational Code: 7-4-9

Date of Last Revision: 12-28-01

BASIC PURPOSE: To perform general nursing duties in the care and treatment of patients in a state institution and to compile and report information and observations concerning patients with individualized treatment programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ● Observes, records and reports signs and symptoms of patients' physical and mental condition.
- ● Applies nursing process techniques required in the care and treatment of patients with physical and/or emotional needs.
- ● Interacts cooperatively with other health care providers in meeting the health needs of patients and communicates information to intradepartment team.
- ● Participates in preparing treatment plans and providing therapeutic activity.
- ● Supervises and inspects practices such as daily living activities, personal hygiene, exercise and recreation in the health care of patients.
- ● Admits, transfers and discharges patients in accordance with policy and procedure.
- ● Performs specialized nursing techniques such as encountered in the practice of professional duties including psycho-therapeutic and medical/surgical practices.
- ● Provides auxiliary nursing personnel with in-service training in the care of patients and participates in the orientation of new staff.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program with either affiliate or postgraduate courses and clinical experience in medical, surgical, obstetrics, pediatrics and psychiatric nursing.

Experience: Experience is limited to that required for registration.

License/Certification: Current license as a Registered Nurse in New Hampshire.

RECOMMENDED WORK TRAITS: Considerable knowledge of the theory of professional nursing. Ability to recognize health problems. Ability to prepare factual reports. Ability to instruct and supervise subordinate employees. Ability to administer detailed therapeutic prescriptions. Ability to follow directions in exact detail. Ability to deal effectively with the personnel engaged in treatment and training programs. Ability to exercise tact in working with residents, relatives and friends, and staff members of other disciplines and agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

CLASSIFICATION: REGISTERED NURSE II

Class Code: 7597-21

Date Established: 07-10-81

Occupational Code: 7-4-9

Date of Last Revision: 12-28-01

BASIC PURPOSE: To perform general or specialized nursing duties in the care and treatment of patients in a state institution by applying professional nursing standards and making recommendations on health care work methods and treatment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ● Observes, records and reports signs and symptoms of patients' physical, emotional and mental conditions.
- ● Applies nursing process techniques in the care and treatment of patients with physical and/or emotional needs.
- ● Monitors the outcome or effectiveness of the treatment regimen.
- ● Participates with physicians in making the rounds of wards, evaluating and assessing patients' conditions and ward milieu and communicating information to the interdepartmental team.
- ● Prepares and implements treatment plans, delegating appropriate aspects of care to auxiliary nursing personnel.
- ● Inspects practices in the health care of patients such as daily living activities, personal hygiene, exercise and recreation.
- ● Admits, transfers and discharges patients as directed by a physician.
- ● Supervises the nursing care of RN subordinates and participates in the orientation of new staff.
- ● Performs specialized nursing techniques as encountered in the practice of professional duties including psycho-therapeutic and medical/surgical practices.
- ● Participates in patient/resident/family/guardian education to facilitate positive patient outcomes.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program with either affiliate or postgraduate courses and clinical experience in medical, surgical, obstetrics, pediatrics and psychiatric nursing.

Experience: One year's experience as a registered nurse in a setting equivalent to the position assigned.

License/Certification: Current license as a Registered Nurse in New Hampshire.

RECOMMENDED WORK TRAITS: Considerable knowledge of the theories of professional and/or psychiatric nursing. Ability to recognize health problems. Ability to prepare factual reports. Ability to instruct and supervise subordinate employees. Ability to administer detailed therapeutic prescriptions. Ability to follow directions in exact detail. Ability to deal effectively with residents, relatives and friends, and staff members of other disciplines and agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

CLASSIFICATION: REGISTERED NURSE III

Class Code: 7598-23

Date Established: 07-03-87

Occupational Code: 7-4-9

Date of Last Revision: 12-28-01

BASIC PURPOSE: To provide care and treatment for a variety of patient groups, with responsibility for administration of medication, comprehensive medical treatment planning, and/or ongoing supervision and training of subordinate nursing staff in accordance with nursing standards of practice in an institution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ● Applies nursing process techniques in the care and treatment of patients with a variety of diagnoses.
- ● Participates with physicians in evaluating and assessing patients' physical or emotional status and coordinates implementation of the medical regimen.
- ● Prepares and implements treatment plans providing for therapeutic activity as applicable to the agency/institution, and delegates appropriate aspects of care to subordinate professional nursing staff and/or auxiliary nursing personnel.
- ● Performs specialized nursing procedures as encountered in the practice of professional duties, in accordance with policy and procedures of the agency/institution.
- ● Observes, records and reports signs and symptoms of patients' physical and medical condition.
- ● Monitors the outcome or effectiveness of the treatment regimen and communicates complex information to the intradepartmental team.
- ● Provides staff with general in-service training necessary to performing the duties of direct patient care; participates in orientation of new nursing staff.
- ● May be required to admit, transfer, and discharge patients as directed by physician.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program with either affiliate or postgraduate courses and clinical experience.

Experience: Two years' experience as a registered nurse in a setting similar or equivalent to the position assigned.

License/Certification: Current license as a Registered Nurse in New Hampshire.

SPECIAL REQUIREMENTS: Must be certified by the American Nurses Association or an organization recognized by the ANA in a specialty that is consistent with the job accountabilities and appropriate to the institution or agency in which the vacancy exists; e.g., Psychiatric and Mental Health Nurse, Gerontological Nurse, Maternal and Child Health Nurse, etc. All nurse certification requirements must be specified on the supplemental job description and approved by the Board of Nursing, in cooperation with the Division of Personnel.

RECOMMENDED WORK TRAITS: Considerable knowledge of the theories of nursing practices. Ability to recognize health related problems. Ability to prepare factual reports. Ability to instruct and supervise subordinate nursing employees. Ability to administer detailed therapeutic prescriptions. Ability to follow directions in exact detail. Ability to deal effectively with patients, nursing staff, and staff members of other disciplines and agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.