

## PROFESSIONAL NURSING SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
2740	Staff Nurse I	01	442	6 mo.	12/15/07	Rev.
2741	Staff Nurse II	01	442	6 mo.	12/15/07	Rev.
2700	Administrative Nurse I	01	442	6 mo.	12/15/07	Rev.
2701	Administrative Nurse II	01	442	6 mo.	12/15/07	Rev.
2702	Administrative Nurse III	01	442	6 mo.	12/15/07	Rev.

<sup>1</sup>*Promotional Line: 16, 319*

### Series Narrative

Employees in this series provide, supervise, or direct professional nursing care given to patients in a health care facility.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Staff Nurse I**

**2740**

Employees at this level participate in a patient care program by applying nursing skills in direct patient care and by planning, demonstrating, and supervising patient care activities in an assigned area. They work under general supervision from a designated supervisor.

A Staff Nurse I typically –

1. administer patient care with a high degree of skill, as prescribed by a physician
2. in accordance with the orders of physicians, programs and sets priorities for the administration of nursing care for a patient group, such selection and delegation of patient care assignments including consideration of staff capacity and special patient needs
3. establishes nursing care goals for an individual patient or a patient group, formulates patient care plans, and motivates nursing personnel to follow plans and recognize the relationship of each aspect of care to ultimate goals
4. encourages other nursing personnel to identify with the nursing team, to recognize their particular contribution, and to appreciate the role of all health sciences in the group approach to patient care
5. establishes unit procedures to effect a coordinated approach to the care of a patient group
6. explains departmental and unit policies and procedures, identifies and reports policy and procedural deficiencies, and evaluates new policies and procedures
7. demonstrates nursing procedures and techniques to assure staff's ability to render effective care

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<sup>1</sup>See the Index of Classes to determine which promotional line(s) each class is in. See the Promotional Line List for a complete listing of all the classes included in each promotional line.

8. establishes short-range goals for patient instruction and rehabilitation, plans assignments of nursing personnel to implement these goals, and assists in patient and family instruction
9. performs other related duties as assigned

There are two classes at level II:

**Level II A: Staff Nurse II**

**2741**

Employees at this level perform direct patient care that requires highly specialized nursing skills and supervise the performance of other patient care activities in an assigned area. They work under general supervision from a designated supervisor.

A Staff Nurse II typically –

1. demonstrates a high degree of competence in the practice of nursing skills peculiar to a clinical department and supervises other members of the nursing staff in the performance of procedures and techniques
2. identifies nursing care needs of a patient group, correlates related principles of care, and establishes care priorities
3. evaluates staff's capacities and achievements in relation to established position descriptions, develops broad patient care plans, and makes and adjusts personnel assignments designed to implement those plans
4. interviews patients and develops nursing care plans based on conclusions drawn from data; directs staff members in utilizing plans and evaluates the effectiveness of these plans; and consults with staff members to redesign plans
5. identifies the need for investigating nursing care practices; develops protocol for and conducts studies concerning nursing procedures and techniques
6. evaluates the effectiveness of policies and procedures as they relate to area of assignment; recommends the need for interpretation, revision, or elimination and assists personnel in understanding and applying policies and procedures
7. plans and directs broad areas of patient management and required nursing care activities for one or more wards or segments of a ward
8. prepares for therapeutic procedures in a specialized segment of patient care and supervises nursing personnel involved in implementing those procedures
9. renders expert nursing care that focuses upon a highly specialized segment of the patient's total therapeutic program
10. identifies the need for other specialized nursing skills in the care of a patient and informs appropriate members of the nursing team
11. develops patient teaching plans, instructs patients, guides other staff members in patient's teaching plan, and assists the patient's family to participate in the patient's teaching plan

12. in the absence of a member of the Administrative Nursing group, administers the patient care activities of a ward
13. performs other related duties as assigned

**Level II B: Administrative Nurse I****2700**

Employees in this class are responsible for directing the nursing service of an assigned unit, with responsibility for implementation and modification of patient care plans. They work under general supervision from a designated supervisor.

An Administrative Nurse I typically –

1. assists in the administration of a unit by completing assignments involving a progressively greater degree of responsibility, with assignments being designated to develop administrative skill in the planning and coordination of unit patient care activities
2. supervises unit nursing service, with responsibility for implementing and modifying established patient care plans
3. identifies the need for and provides training of professional nursing staff in policies, rules, and nursing procedures and techniques
4. studies and evaluates developments in nursing practices and techniques, with responsibility for recommending nursing program changes
5. performs other related duties as assigned

**Level III: Administrative Nurse II****2701**

Employees at this level are responsible for the development and implementation of major nursing care programs. They work under administrative supervision from a designated supervisor.

An Administrative Nurse II typically –

1. develops broad administrative plans for major patient units designed to achieve effective utilization of personnel and coordination of unit activities with other departments
2. identifies and plans for unit physical requirements, including supplies, equipment, and those necessary for environmental control
3. interprets hospital policies and practices, with responsibility for developing administrative unit procedures designed to conform with those policies and practices
4. maintains effective inter- and intra-departmental communication and develops tools that provide for adequate communication in all aspects of unit nursing programs
5. participates in planning for total patient care requirements with other health groups, with responsibility for:
  - identifying the need for and recommending effective nursing activities,

- evaluating the practicality of total patient care programs with respect to existing nursing resources, and
  - implementing nursing program changes
6. initiates studies of unit nursing care and administrative practices designed to review present practices, anticipates revisions, and suggests methods for testing new programs
  7. performs other related duties as assigned

**Level IV: Administrative Nurse III****2702**

Employees at this level are responsible for developing and supervising the nursing service of one or more nursing units in the in-patient and/or out-patient departments. They work under administrative supervision from a designated supervisor.

An Administrative Nurse III typically –

1. maintains general supervision of the care given to patients and of nursing activities within the unit
2. plans for effective administration in each unit and, in consultation with medical staff, for improved patient care
3. plans for and participates in the training and development of assigned nursing personnel
4. assists in the instruction of patients
5. coordinates the services rendered by other professional personnel with those of the nursing personnel
6. keeps the nursing service administration informed of the needs of the nursing units and of any special problems
7. secures supplies and equipment and oversees their use and care
8. inspects physical facilities for orderliness, cleanliness, and safety
9. keeps necessary records
10. evaluates performance of nursing personnel and counsels them as required
11. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Staff Nurse I****2740****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Eligibility for licensure as a Registered Professional Nurse with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level II A: Staff Nurse II****2741**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
2. One year of nursing experience comparable to that gained as a Staff Nurse I

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level II B: Administrative Nurse I****2700**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
2. One year of professional nursing experience

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level III: Administrative Nurse II****2701**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
2. Two years of professional nursing experience

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level IV: Administrative Nurse III****2702**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

2. (a) three years of professional nursing experience
- or
- (b) two years of professional nursing experience and one year of related advanced education

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

none

