

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 5601390***

<b>Registered Nurse 2 (Utilization), Grade 20</b>	<b>5601390</b>
<b>Registered Nurse Supervisor 2 (Utilization), Grade 25</b>	<b>5601630</b>

Brief Description of Class Series

Registered Nurses 2 (Utilization) are registered professional nurses that review health care provided to individuals\* in the direct or indirect custody and care of New York State or local governments to determine appropriate usage of services. Positions in this class are located at the Department of Corrections and Community Supervision (DOCCS); the State Commission of Correction (SCOC); and the Office of Children and Family Services (OCFS). The supervisory class in this series is only classified at DOCCS.

\*Individual refers to the person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Registered Nurse 2 (Utilization)*: advanced performance level; reviews, monitors, and analyzes the quality and cost of health care provided to individuals in the direct or indirect custody and care of New York State or local governments; may take actions to improve quality of care and/or use of resources, depending on employing agency and assignment; has substantial contact with other medical professionals and some contact with individuals in care or custody.

*Registered Nurse Supervisor 2 (Utilization)*: second supervisory level; provides administrative supervision to Registered Nurse Supervisor 1, Registered Nurses 2 (Utilization), and Correction Classification Analysts (Health Services); develops and implements a system designed to monitor the utilization of all aspects of DOCCS health facility resources, working collaboratively with various parties.

Related Classes

Utilization Review Coordinators analyze and evaluate the necessity, quality, effectiveness, and efficiency of psychiatric and medical services provided to individuals in State facilities. Incumbents evaluate the appropriateness of admissions, individual length-of-stay, and discharge policies and procedures; and conduct reviews of clinical

records to ensure consistency with laws, rules, and regulations. Positions are classified in the Office of Mental Health and the Office for People With Developmental Disabilities.

### Illustrative Duties

#### *Registered Nurse 2 (Utilization)*

Conducts medical chart reviews, audits, facility site visits and other specific tasks to ensure the delivery of health care to individuals within State care or custody is consistent with applicable professional and community standards, is cost effective, and uses resources appropriately.

Works with, meets with, and/or serves as a liaison to, other staff from the employing agency, and/or the staff of other agencies, and/or distinct organizational units of the employing agency, and/or parties outside of State service (such as other medical professionals), as is needed and appropriate.

Evaluates discharge planning processes and procedures for effectiveness, and provides appropriate input.

Coordinates with other staff in the area of discharge planning.

Provides education for other staff in the area of discharge planning.

Identifies available resources and appropriate placements (including participating in the individual classification process). Coordinates use of such resources and the making of such placements.

When employed at DOCCS, may be responsible for certain programs impacting individuals who are facing terminal or permanent illness, and are determined not to be a threat to the public, to be released to the community for purposes of medical care. Participates in individual mobility reviews and quality improvement meetings with facility administration; acts as the chairperson of the Health Services Utilization Review Committee; assists with investigations of medically related unusual incidents; and performs various other specific duties related to the primary functions.

When employed at SCOC, manages an individual mortality and special medical investigations caseload to monitor the provision of health care to individuals in state and local correctional facilities. Performs site visits and reviews documents, authors various related reports and other documents, designs minimum health services staffing plans as appropriate, and performs various other specific duties related to the primary functions.

When employed at OCFS, monitors, coordinates, provides technical assistance, and provides quality assurance to all OCFS facility health programs (including the reception centers); provides training (directly or by assisting other trainers) to facility staff with

regards to health issues; and performs various other specific duties related to the primary functions.

#### *Registered Nurse Supervisor 2 (Utilization)*

Monitors and evaluates the utilization of DOCCS health services resources, including developing minimum operating standards, ensuring that periodic site visits are made for monitoring purposes, identifying major problem areas, and making recommendations for improvement.

Supervises Registered Nurses 2 (Utilization) and other lower-level staff employed within DOCCS utilization review operation.

Directs and coordinates transfers and placements through inter- and intra-departmental and community hospital placements.

Performs various supervisory and management functions related to discharge planning.

Performs fact-finding functions in the evaluation of health care at a given facility or within a given aspect of DOCCS health care operation, including identifying specific potential deficiencies, identifying system-wide problems, and developing and implementing solutions.

#### Minimum Qualifications

##### *Registered Nurse 2 (Utilization)*

Open Competitive: possession of a license and current registration to practice nursing in New York State; and two years of post-licensure clinical nursing experience of which one year was in utilization review and/or discharge planning.

##### *Registered Nurse Supervisor 2 (Utilization)*

Promotion: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and two years of service as a Registered Nurse 2 (Utilization) within DOCCS.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

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