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

Classification Standard

Occ. Code 5513300

Senior Utilization Review Nurse, Grade 19  5513300
Supvr Correctional Health Services Utilization Management, Grade 25  5513800

Brief Description of Class Series

Senior Utilization Review Nurses review health care provided to persons 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.

Distinguishing Characteristics

Senior Utilization Review Nurse: under the general supervision of appropriate higher-level staff (which varies by agency), reviews, monitors, and analyzes the quality and cost of health care provided to persons in the direct or indirect custody and care of New York State or local governments. (Examples of such persons include incarcerated individuals of State or local correctional facilities, and youth confined due to adjudication as juvenile delinquent or person in need of supervision.) They determine appropriate quality of care and appropriate use of resources. They may take actions to improve either or both, depending on employing agency and assignment. Incumbents have substantial contact with other medical professionals and some contact with individuals in care or custody.

Supervisor Correctional Health Services Utilization Management: under the general direction of higher-level staff at DOCCS, develops and implements a system designed to monitor the utilization of all aspects of the Departments health facility resources, working collaboratively with various parties. This class is found only at DOCCS.

Related Classes

Nurses 2 are registered nurses. They plan, provide, and supervise nursing interventions for individuals in State facilities or otherwise under the custody or in the care of New York State. This class is found at various agencies.
Nurse Administrators 1 are registered nurses responsible for directing nursing services within a defined unit, facility, infirmary, or other such location; or for a defined group of patients. This class is found at various agencies.

Infection Control Nurses supervise the infection control program and related activities in a hospital, intermediate care facility, or any clinical setting. This class is found at various agencies.

Utilization Review Coordinators serve as part of a team responsible for developing quality improvement monitoring criteria. They conduct mandated quality assurance client chart reviews and follow up on identified deficiencies to ensure proper patient care. Incumbents may supervise various lower-level support staff and work under the direct supervision of the Quality Management Director. This class is found at the Office of Mental Health and the Office for People with Developmental Disabilities.

**Illustrative Duties**

**Senior Utilization Review Nurse**

Conducts medical chart reviews, audits, facility site visits and other specific tasks to ensure the delivery of health care to incarcerated individuals or others within State care or custody (or other similar parties) 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 incarcerated 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 incarcerated 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 incarcerated 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 incarcerated individual mortality and special medical investigations caseload to monitor the provision of health care to incarcerated 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.

**Supervisor Correctional Health Services Utilization Management**

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 Senior Utilization Review Nurses 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**

**Senior Utilization Review Nurse**

Open Competitive: must be licensed and currently registered to practice nursing in New York State. In addition, must have two years of post-RN licensure nursing experience of which one year was in utilization review and/or discharge planning. Qualifying
experience in utilization review and/or discharge planning may also include audits, quality assurance, risk assessment, and/or policy revision.

*Supervisor Correctional Health Services Utilization Management*

Promotion: one year of permanent service as a Correction Classification Analyst (Health Services) or three years of permanent service as a Senior Utilization Review Nurse, Infection Control Nurse, or Nurse Administrator 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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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