

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

Tentative Classification Standard

Occ. Code 5601220

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| Registered Nurse 1 (Health Services), Grade 18 | 5601220 |
| Registered Nurse Supervisor 1 (Health Services), Grade 22 | 5601510 |
| Director Nursing 1 (Health Services), M-1 | 5601920 |

Brief Description of Class Series

Positions in this series are registered professional nurses that provide occupational health services to State employees and candidates seeking State employment. Positions are classified at the Department of Civil Service's Employee Health Service (EHS), and are assigned to either the EHS clinic, or nursing stations located across New York. Positions oversee and provide nursing services to State employees, perform employee and candidate occupational health screening activities, counsel employees about health issues, and manage programs administered by EHS, including immunizations and respiratory fit testing.

Distinguishing Characteristics

Registered Nurse 1 (Health Services): full performance level; possesses a license to practice nursing in New York State; under the general direction of a Registered Nurse Supervisor 1 (Health Services) or Director Nursing 1 (Health Services), independently provides a full range of occupational health services to State employees and candidates seeking State employment; may provide supervision and training to Medical Assistants and other staff assigned to clinic and nursing station operations; and may manage occupational health programs administered by EHS.

Registered Nurse Supervisor 1 (Health Services): supervisory level; provides administrative and clinical supervision to Registered Nurses 1 (Health Services); assists the Director Nursing 1 (Health Services) with oversight of EHS nursing programs and performs a full range of occupational health services.

Director Nursing 1 (Health Services): director level; oversees occupational health nursing programs operated by EHS; develops occupational health nursing, and clinic policies and procedures in consultation with the Director Health Services Medical Service; and supervises Registered Nurse Supervisors 1 (Health Services) and other staff in the provision of occupational health services.

Illustrative Duties

Registered Nurse 1 (Health Services)

Provides professional nursing services for occupational and non-occupational illnesses and injuries, which includes obtaining health information, assessing health care problems, providing care and treatment, and advising employees to obtain outside care when appropriate.

Conducts pre-employment screening functions for candidates seeking State employment.

When assigned to a field nursing station:

- Develops collaborative relationships with staff at the agency where the nursing station is located to ensure efficient operations.
- Promotes employee health and wellness by educating and advising employees on health-related topics.
- Organizes and maintains supplies, equipment, and reference materials, and practices cost containment strategies.
- Adapts the EHS nursing program to the constraints imposed by the station's location and agency, and evaluates the effectiveness of nursing station operations and makes recommendations to EHS management.

Assesses employees' health by evaluating lifestyles and identifying health risk factors; offers guidance in reducing risk factors.

Plans, coordinates, and conducts health information education and screening programs within EHS and agency parameters.

Assists employees with identification of health needs, supports and encourages employees in managing health problems, and refers employees to appropriate community resources for care.

Responds to employee and management concerns on health-related issues, and participates in occupational health outreach programs to promote occupational health and safety awareness.

Assesses and identifies occupational health problems and risk factors, and addresses employees' occupational health needs, such as immunizations and screenings, at nursing stations or by traveling to field work sites.

Documents care provided to individuals in writing and in computer systems, and prepares and submits reports to EHS management.

Participates in EHS and agency committees, serves as a preceptor for college nursing students or new EHS staff, and attends professional development meetings.

Establishes and maintains cooperative working relationships with agency managers, community health organizations, physicians, and other health care providers.

May be assigned to manage statewide occupational health programs, such as immunizations, and rabies, tuberculosis, and respiratory fit testing.

May be assigned to a field occupational health services team that conducts preemployment screening functions.

May supervise and provide clinical direction to Medical Assistants and other staff assigned to clinic or nursing station operations.

May coordinate pre-employment health screening trips with state agencies conducting recruitment drives.

Registered Nurse Supervisor 1 (Health Services)

Supervises Registered Nurses 1 (Health Services), Medical Assistants, and other staff assigned to EHS clinic operations; performs nursing functions to assist staff when the clinic is busy.

Assists the Director Nursing 1 (Health Services) with development of nursing policies and procedures for clinic operations.

Oversees day-to-day clinic workflow, resolves operational issues to ensure efficient operations, and ensures that programs have adequate supplies.

Coordinates pre-employment health screening trips with state agencies conducting recruitment drives.

Director Nursing 1 (Health Services)

Oversees occupational health nursing programs operated by EHS.

Supervises lower-level nursing staff, including Registered Nurse Supervisors 1 (Health Services) and other staff engaged in occupational health functions.

Develops assignments and daily clinic plans; prepares and monitors staffing schedules; and ensures adequate coverage at nursing stations.

Develops nursing policies and procedures in consultation with the Director Health Services Medical Service.

Identifies in-service needs for staff and arranges for or develops and presents training.

Assesses the quality of nursing care and assists in the development and implementation of quality control programs.

Assists the Director Health Services Medical Service with annual nursing services budget development processes.

Minimum Qualifications

Registered Nurse 1 (Health Services)

Open Competitive: possession of a license and current registration to practice nursing in New York State.

Registered Nurse Supervisor 1 (Health Services)

Promotion: possession of a license and current registration to practice nursing in New York State and two years of service as a Registered Nurse 1 (Health Services).

Director Nursing 1 (Health Services)

Promotion: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and one year of service as a Registered Nurse Supervisor 1 (Health Services).

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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