

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

Tentative Classification Standard

Occ. Code 5601810

Assistant Director Nursing 2 (Correctional Services), M-2	5601810
Director Nursing 3 (Correctional Services), M-4	5602210

Brief Description of Class Series

Positions in this series are registered professional nurses who administer, manage, and oversee the provision of statewide nursing and direct care services at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Assistant Director Nursing 2 (Correctional Services): under the direction of the Director Nursing 3 (Correctional Services), assists in the management, direction, and evaluation of nursing and direct care services statewide at DOCCS; develops and implements nursing policies and procedures; may be assigned to coordinate and manage the Department's Continuous Quality Improvement (CQI) Program and develop, evaluate, and implement Health Services education programs for incarcerated individuals and staff.

Director Nursing 3 (Correctional Services): director level; manages, directs, and evaluates nursing and direct care services statewide at DOCCS; develops and implements nursing policies and procedures; participates in and oversees nursing recruitment, training, and continuing education programs; and supervises Assistant Director Nursing 2 (Correctional Services), Assistant Director Nursing 1 (Infection Control), and other staff in the provision and oversight of nursing services.

Illustrative Duties

Assistant Director Nursing 2 (Correctional Services)

Functions as the assistant to the Director Nursing 3 (Correctional Services), performing a broad range of clinical and administrative duties.

- Directly supervises the Registered Nurse Supervisor 2 (Utilization).

- Identifies training needs, arranges for provision of training, and evaluates effectiveness of intervention/training.
- Manages and directs program activities by setting priorities and deadlines.
- Identifies areas in need of improvement and develops and applies Quality Improvement (QI) projects.
- Establishes work plan, priorities, and reporting systems.
- Makes joint site visits with Director Nursing 3 (Correctional Services) and/or subordinate staff to assess facility and evaluate effectiveness of Central Office staff.
- Participates in Registered Nurse Supervisor 1 training initiative.
- Staffs training and support to assure compliance with Department of Labor Law: mandatory overtime and process of mandating.
- Reviews and analyzes staffing trends, discusses findings, and identifies areas in need of improvement, and acts accordingly.
- Liaises with facility executive teams; serves as a resource for nurse community of practice concerns and questions.
- Assists Director Nursing 3 (Correctional Services) with Registered Nurse Supervisor 1 interviews.
- Participates in the recruitment and selection of nursing staff; monitors licensure and credentials of nursing staff; and ensures compliance with various accreditation standards for nursing care.
- Develops and implements policies and procedures, and new programs.
- Supervises and monitors the Discharge Planning Unit; ensures smooth transition and release of DOCCS incarcerated individuals to the community is accomplished and that all medical and psychosocial needs are met at point of placement; assists discharge planning unit as they work collaboratively with community resources to assure continuity of care and continued delivery of care.

When assigned to coordinate and monitor DOCCS HIV/AIDS CQI Program and other health related training initiatives:

- Reviews facilities compliance with the CQI Program and other program requirements.

- Ensures programs meet appropriate standards as determined through the CQI Steering Committee.
- Maintains accurate records, meeting minutes, and the Department's HIV specialist provider credentials database.
- Chairs the HIV Steering Committee, coordinates the HIV Guidelines committee and serves as a member of the Quality Improvement Committee.
- Provides guidance and technical direction to Registered Nurses 3 (Infection Control), facility health care managers, and service providers to ensure program success.
- Develops DOCCS policies and procedures related to HIV/AIDS and other health care training.
- Provides supervision, guidance, and oversight to Registered Nurses 3 (Correctional Services) and resolves problems as necessary.
- Serves as chairperson for the Statewide Safe Patient Handling (SPH) Committee and supervises the SPH program for DOCCS.
- Coordinates program activities with other agencies and community groups.
- Plans, develops, implements, and evaluates health service education programs for DOCCS staff; reviews curricula and provides technical assistance for the Nurse Education Unit.
- Performs HIV/AIDS administrative duties such as: provides coverage for Nursing Bureau and Director Nursing 3 (Correctional Services) during absences; provides yearly reports; identifies and monitors HIV/AIDS counseling and testing; sets deadlines for Registered Nurse Supervisors 1 and Registered Nurses 3 (Infection Control) to start HIV CQI audits for all facilities; reviews all facility audits and sends corrections to Registered Nurses 3 (Infection Control).
- Performs Medication Assisted Treatment (MAT) duties such as: works with the Contract Unit to create the scope of work for the Opioid Treatment Program (OTP) and DOCCS; addresses MAT logistics issues; develops and updates the Facility Operations Manual; responds to inquiries regarding contracts and MAT; co-chairs with the Assistant Commissioner on committee to research becoming an OTP.

Director Nursing 3 (Correctional Services)

May perform all of the same duties as an Assistant Director Nursing 2 (Correctional Services).

Establishes and ensures the implementation of the philosophy, objectives, policies, and standards of nursing care in accordance with DOCCS policy and accrediting agencies' standards.

Oversees the Bureau of Nursing Services and directly supervises the Assistant Directors Nursing 2 (Correctional Services) and Assistant Director Nursing 1 (Infection Control); provides direction, consultation, and support to facility-based staff in the provision and oversight of nursing services.

Oversees the Division of Health Services' Utilization Review and Quality Assurance Program.

- Develops and implements a planned, systematic ongoing process to monitor and evaluate the quality and appropriateness of nursing care provided in DOCCS facilities.
- Develops and disseminates to nursing and other appropriate staff objective criteria utilized to make judgments about the quality and appropriateness of nursing care provided.
- Ensures that staff receive training necessary to accomplish Department's goals and objectives.
- Participates as a member of the Central Office Quality Assurance Committee.

Oversees the Department's Infection Control Program.

- Ensures that the Department's TB Control Program and Hepatitis B Vaccination Program is effectively administered.
- Ensures that the Department's staff receive ongoing training in Bloodborne Pathogens Exposure Control.
- Ensures a timely response to all outbreaks of infectious disease by Infection Control Unit staff, including the provision of education, contact tracing and vaccination as appropriate.

Serves as the Health Services Division's liaison to other bureaus and divisions of the Department on nursing practice issues; assists and coordinates investigations of nursing practice.

Participates in a variety of departmental and interagency committees on nursing practice issues and programs.

Minimum Qualifications

Assistant Director Nursing 2 (Correctional Services)

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and two years of post-licensure professional clinical nursing experience in a facility or program providing services to people diagnosed with mental illness, developmental disabilities, alcohol and/or substance use, or in a residential or community care setting for adult correctional, juvenile justice, or forensic mental health clientele. One year of the experience must have been at a supervisory level.

Director Nursing 3 (Correctional Services)

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and three years of post-licensure professional clinical nursing experience in a facility or program providing services to people diagnosed with mental illness, developmental disabilities, alcohol and/or substance use, or in a residential or community care setting for adult correctional, juvenile justice, or forensic mental health clientele. Two years of the experience must have been at a managerial level.

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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