

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

Classification Standard

Occ. Code 5601410

Registered Nurse 3 (Correctional Services), Grade 22

Brief Description of Class

Registered Nurses 3 (Correctional Services) are registered professional nurses who develop and present training programs to improve the knowledge, skills, and abilities of those responsible for the medical care and treatment of individuals* in correctional facilities operated by the Department of Corrections and Community Supervision (DOCCS). Incumbents provide, instruct, supervise, and/or demonstrate nursing care and treatment procedures, and work closely with Central Office to plan, develop, and present training using supervisory, nursing procedural, health service policy, and administrative concepts.

*Individual refers to a 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 3 (Correctional Services): advanced performance level; coordinates and administers training, related to providing quality health care, for a group of facilities within an assigned region; and coordinates with other direct care staff and DOCCS' Central Office to develop department policies and procedures.

Illustrative Duties

Registered Nurse 3 (Correctional Services)

Develops/revises and conducts nursing orientation programs and serves as a mentor to new nurses for a group of facilities within an assigned region.

Periodically conducts a nursing educational needs assessment in collaboration with higher-level registered nurses and Executive Team.

Conducts facility visits to observe individual care activities, reviews records, and discusses staff and program requirements with facility managers.

Promotes educational training opportunities to nursing staff based on facility needs and assessment; develops a database of resources to utilize in provision of specified

nursing educational needs; implements planned educational activities in accordance with department priorities and quality improvement efforts.

Organizes, develops, and evaluates training programs by researching topics for training, consulting with subject experts and utilizing State agency and community resources, determining appropriate content to disseminate to target audience, preparing lesson plans and presentations, utilizing appropriate delivery system and a planned evaluation tool to obtain participant performance and feedback.

Reviews mortality reviews and develops a plan of action; executes corrective action trainings and submits summaries of corrective actions.

Acts as a liaison to outside faculty and students for preceptorships and other learning activities.

Serves as a member of various facility/Central Office committees and workgroups concerned with health initiatives, and individual treatment and care issues or topics.

Participates in the development of clinical nursing policies and procedures.

Covers facilities as necessary; performs as staff nurses and supports Registered Nurse Supervisors 1.

Minimum Qualifications

Registered Nurse 3 (Correctional Services)

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State; and three years of post-licensure clinical nursing experience.

Substitution: a bachelor's degree in nursing may substitute for one year of post-licensure clinical nursing experience; and a master's degree in nursing may substitute for two years of post-licensure clinical nursing experience.

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 requirements for appointment or examination.

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