

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

Classification Standard

**Occ. Code 5601490**

<b>Registered Nurse 3 (Utilization), Grade 22</b>	<b>5601490</b>
<b>Registered Nurse Supervisor 2 (Utilization), Grade 25</b>	<b>5601630</b>

Brief Description of Class Series

Registered Nurses 3 (Utilization) are registered professional nurses that review health care provided to individuals\* in the custody and care of New York State governments to determine appropriate usage of services. Positions in this class are located at the Department of Corrections and Community Supervision (DOCCS) 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 3 (Utilization):* advanced performance level; uses advanced knowledge and clinical nursing skills to conduct utilization review, case management, and discharge planning for an entire agency or group of facilities within an assigned region.

*Registered Nurse Supervisor 2 (Utilization):* second supervisory level; provides administrative supervision to Registered Nurses 3 (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 3 (Utilization)*

Conducts medical chart reviews, audits, facility site visits, reporting and other specific tasks; identifies deficiencies in care to mitigate risk, improve quality of care, and 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. Provides leadership, direction, and education regarding planning for the care of individuals within State care or custody; and provides feedback and education related to findings, new policies, and direction from executive staff.

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.

Provides coordination, case management, care planning, and patient education for individuals.

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 incarcerated individuals who are facing terminal or permanent illness: monitors and identifies incarcerated individuals in the correctional medical units and outside hospitals who are deemed appropriate for consideration for medical parole, medical furloughs, and palliative care; coordinates and communicates with families, outside health care providers, and Counsel's Office to ensure appropriate actions and compliance with policies, directives, and health care laws. Performs assignments in the discharge planning of incarcerated individuals being released to the community and/or returning to the correctional facility from an outside hospital or treatment center. Participates in individual mortality reviews and quality improvement meetings with facility administration; assists with investigations of medically related unusual incidents; 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 3 (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 3 (Utilization)*

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 of which one year was in utilization review and/or discharge planning.

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.

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

Promotion: possession of a license and current registration as a registered professional nurse in New York State; a bachelor's degree in nursing; and one year of service as a Registered Nurse Supervisor 1, Registered Nurse 3 (Utilization), or Correction Classification Analyst (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.

Date: 1/2025

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