

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

Classification Standard

Occ. Code 5583000

Youth Nursing Services Consultant, Grade 22 5583000
Director Youth Nursing Services, M-3 5585000

Brief Description of Class

Youth Nursing Services Consultants monitor medical care for youth in Office of Children and Family Services (OCFS) facilities and residential programs operated by contract agencies.

The Director Youth Nursing Services directs and supervises the operation and management of the OCFS nursing program.

Distinguishing Characteristics

Youth Nursing Services Consultant: under the general direction of the Director Youth Nursing Services, provides supervision and oversight to Nurse Administrators of Division of Juvenile Justice and Opportunities for Youth (DJJOY) facilities; oversees the basic operations of the medical units in the facilities based on current OCFS policies and procedures; and acts as the liaison between facility administration staff and the Bureau of Health Services.

Director Youth Nursing Services: single position class; establishes and maintains standards, policies, and procedures of nursing practices; evaluates and monitors professional clinical nursing staff to ensure competent nursing care; reviews records for compliance with agency practice/protocol and develops corrective plans of action when necessary; monitors nursing trends; advocates for resources; and recommends operational improvements.

Illustrative Duties

Youth Nursing Services Consultant

Monitors and develops nursing programs for OCFS and contract facilities.

Provides guidance to facility nursing administrators, nursing staff, and contract personnel.

Develops nursing manual and clinical protocols for facility nursing staff.

Reviews Unusual Incident Reports (UIR), identifying deficiencies and developing a corrective action plan with facility staff as needed.

Completes facility site audits for evaluation of nursing care or compliance with nursing standards, agency policies, and accreditation standards.

Participates in prevention planning and implementation of medical treatment practices and procedures for contagious diseases and potential epidemics that may occur in OCFS facilities.

Reviews facility medication reports and provides recommendations.

Monitors and implements agency Automated External Defibrillator program.

Manages agency Hepatitis B employee vaccination program.

Coordinates the Tuberculosis Program for staff and youth in OCFS facilities.

Provides oversight, guidance, and monitoring for the HIV Prevention Program under the agreement with the OCFS memorandum of understanding with the NYS AIDS Institute.

Provides oversight and monitoring of youth identified with Sexually Transmitted Diseases.

Follows up and consults on care of individual youth with significant active health problems to determine that adequate and comprehensive care has been provided.

Reviews OCFS requests for proposals, policies, guidelines, and protocols for medical services for youth in the care and custody of the OCFS.

Director Youth Nursing Services

Plans, directs, and supervises the operation and management of OCFS nursing programs; provides administrative direction to clinical nursing staff.

Advises medical staff, department heads, and administrators in matters related to nursing services.

Recommends establishment or revision of facility policies and procedures related to nursing.

Interprets policies and objectives of nursing service to staff and community groups.

Coordinates continuing education on evidence-based nursing practices.

Consults with clinical nursing staff on difficult cases.

Develops and monitors programs; implements quality assurance measure and recommends continual improvements.

Monitors compliance with applicable laws and regulations and maintains standards of care outlined by OCFS.

Serves as a member of the executive-level management team and participates in the decision-making process regarding facilities policies.

Serves on various administrative and clinical staffing committees and takes an active role in planning, developing, implementing, and evaluating facility goals, objectives, policies, procedures, and opportunities for performance improvement.

Participates in strategic long-range planning, policy formulation, and decision making.

Acquires and allocates human, material, and financial resources for specific functions and activities.

Minimum Qualifications

Youth Nursing Services Consultant

Open Competitive: licensed and currently registered as a professional nurse in New York State AND four years of experience providing nursing care in a general or governmental hospital, hospital clinic, nursing home or institutional setting such as a facility for alcohol and substance abuse treatment or for the mentally disabled as defined by New York State and Mental Hygiene Law or a correctional or court-adjudicated youth facility. Experience must have included at least two years of nursing supervision or working in the capacity of a nurse administrator.

Director Youth Nursing Services

Open Competitive: licensed and currently registered as a professional nurse in New York State AND bachelor's degree in nursing AND four 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 abuse, or in a residential or community care setting for adult correctional, juvenile justice or forensic mental health clientele. Experience must have included at least two years working in the capacity of a nursing administrator/manager*. A master's or higher-level degree in nursing or health care administration may substitute for one year of post-licensure professional clinical nursing experience.

*Experience must have included at least three of the following: implementing and evaluating health or mental health nursing programs and services; policy and procedure development; ensuring interdisciplinary service integration; establishment of standards of nursing practice and care; quality of care monitoring; facilitation of evidence-based practice; supervision, hiring, training and evaluating nursing staff.

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.

Date: 1/2022

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