

# Nursing Department Compensation Report



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## Hospital Job Descriptions

**TOP LEVEL NURSING DEPARTMENT EXECUTIVE**--Top level position in nursing services. Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel. Interprets hospital policy and regulations to nursing personnel and ensures personnel compliance. Analyzes and evaluates nursing and related services rendered to improve quality of patient care and better utilize staff time and abilities. May participate in the establishment of curricula for student nurses. Responsible for department budget.

**SECOND LEVEL NURSING DEPARTMENT EXECUTIVE**--Second level position in nursing services. Reports to Top Nursing Department Executive. (This position is NOT Director of School of Nursing, Director of Inservice Training or Nursing Supervisor-all of which are covered separately herein.) This position takes on some responsibilities of Top Nursing Department Executive and provides assistance, as may be delegated, in functioning of Nursing Department.

**DIRECTOR OF INSERVICE TRAINING**--Responsible for planning, developing, coordinating, and carrying out educational programs and activities to train and update skills and knowledge of professional and auxiliary nursing service personnel.

**NURSING SUPERVISOR (RN)**--Supervises and coordinates activities of personnel assigned to specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory patient care. Demonstrates clinical expertise which may not exceed Standards of Practice accorded by license as a Registered Nurse.

**HEAD NURSE (RN)**--Directs nursing service activities, reviews and instructs nurses in an organized patient care unit. Assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service.

**STAFF NURSE (RN)**--Renders professional nursing care to patients within an assigned unit. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patient.

**PRACTICAL NURSE (LPN)**--Performs assigned procedures for comfort and well-being of patients such as, bathing and feeding, making beds, helping patients into and out of bed, and collecting specimens such as urine. Administers specified medication. May act as scrub nurse in operating room. Provides a wide variety of patient care activities as accorded by licensure.

**ANESTHESIOLOGY NURSE**--Assembles necessary supplies and equipment, and administers intravenous, spinal, and other anesthetics prior to surgical or other medical or dental procedures. Monitors patients' reactions and vital signs during and after anesthesia and takes remedial action when warranted. Submits postoperative report on patients' condition, and maintains records of anesthetics administered.

**CARDIO-PULMONARY PERFUSIONIST**—Sets up and operates equipment designed to maintain cardiopulmonary function during surgery.

**CCU NURSE**--Responsible for the care and needs of assigned patients in the Coronary Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.

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**CERTIFIED NURSE MIDWIFE**—Provides nursing care to obstetric patients. Monitors the health and wellbeing of the mother and baby, making physical examinations when necessary. Delivers the baby in normal births and assists doctors with more difficult births. Keeps records of patients and progress.

**EMERGENCY ROOM NURSE**—Provides nursing care for assigned emergency room patients. Assess, plans, evaluates, and documents the emergency room patient nursing process as needed.

**ICU NURSE**--Responsible for the care and needs of assigned patients in the Intensive Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.

**GERONTOLOGY NURSE**--Renders professional nursing care to patients within an assigned unit. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patient.

**HEMODIALYSIS NURSE**--Delivers direct nursing care to patients in the dialysis unit including observation and treatment of patients, and documentation of treatment and patient progress. Assesses and coordinates overall patient care in relation to the dialysis treatment, dietary restrictions, and psychological and physical needs of the individual.

**INFECTION CONTROL NURSE**--Provides surveillance throughout the hospital for infection control purposes. Identifies, investigates, and records data concerning nosocomial infections. Responsible for maintaining a safe and sterile environment during the care of patients. Initiates control measures as directed by infection control committee.

**MEDICAL SURGICAL NURSE**--Assists surgical team during operative procedures. Arranges and inventories sterile set-up for operation, and passes items as needed to the operating team. Assists in the preparation and moving of the patients, and in the cleanup of the operating room. May prepare operative specimens for analysis. Provides professional nursing care according to established procedures.

**NEONATOLOGY/PERINATOLOGY ICU**--Renders professional nursing care to neonatal patients. Performs nursing techniques for the comfort of and well-being of the patient. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patients.

**OB/GYN CLINICAL NURSE**--Renders professional nursing care to patients within the obstetrical and gynecological departments. Performs total patient care assigned in the labor room, delivery room, postpartum unit, and nurseries. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment, examination, and surgical procedures.

**ONCOLOGY NURSE**--Assists physician or surgeon in the examination of patient. Responsible for the care of patient during the performance of biopsies, post operative monitoring, and outpatient record keeping.

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**OPERATING ROOM NURSE**--Provides circulating and/or scrub nurse services in the operating room during surgical procedures and assists surgical team as needed according to established procedures. Responsible for the care of operating room suite and equipment to ensure cleanliness, sterility and proper infection control. Responsible for providing a safe environment for patients and hospital staff. Formulates schedules and assures appropriate professional personnel during all surgical procedures, and post-anesthesia recovery. Responsible for the procurement of all supplies and materials necessary for the successful functioning of the operating room/recovery room.

**PEDIATRIC NURSE**--Provides clinical expertise for pediatric patients. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.

**PSYCHIATRIC NURSE**--Responsible for the care and needs of patients in the psychiatric unit. Performs assigned total patient care as prescribed by attending physician. Administers medications and maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.

**RECOVERY ROOM NURSE**—Provides nursing care for patients in the recovery room. Assesses, plans, evaluates, and documents the recovery room nursing process as needed.

**PHYSICIAN ASSISTANT**--Under the direction of a physician, provides health care services to patients. Obtains patient history and performs preliminary physical exams. May take or order X-rays, electrocardiograms, laboratory tests, and other procedures. Administers injections, immunizations, suturing, and wound care. Maintains records and progress reports on patients plan of care, treatments and procedures. Instructs patients on use of prescriptions. With proper training may be designated as PA is a medical specialty.

**NURSE PRACTITIONER**--Assumes total nursing care of specific patients under the direction of physician. Follows established nursing standards, procedures, and practices, and gives specific patient care directions to nursing and other staff. Usually has previous experience as a staff nurse in long-term care.

**CERTIFIED NURSE AIDE**—Performs a variety of direct patient care activities. Assists physicians and nursing staff with diagnostic tests and procedures. Meets federal and/or state training and licensure requirements.

**NURSING ASSISTANT**--Performs various nonprofessional patient care services in caring for the needs and comfort of patients. Dresses, undresses, baths and assists with personal hygiene. May assist in serving food and between meal nourishment. Assists in transporting patients for tests and examinations and treatments. Takes and records temperatures and other vital signs as directed by Nursing Supervisor or Doctor.

**ORDERLY**--Assists nursing personnel with a variety of nonprofessional patient care duties. Changes bed linen and runs errands. Helps in transport of patient for tests and examinations and treatments. Job responsibilities may also be performed by Nursing Aide or Nursing Assistant.

**CLINICAL NURSE SPECIALIST**—Supervises and coordinates the day-to-day patient care activities of a specified clinical practice, ensuring adherence to established clinical policies, protocols, regulations, and standards. Coordinates services with other patient care units and provides direct patient evaluation and consultation.

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## Nursing Home Job Descriptions

**DIRECTOR OF NURSES**--Responsible for administration of nursing services. Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel in rendering resident care. Interprets policy and regulations to all nursing personnel and ensures compliance. Analyzes and evaluates nursing and related services rendered to improve quality of resident care.

**ASSISTANT DIRECTOR OF NURSES**--Second highest level of position in the Nursing Department. Reports to the Director of Nurses. This position takes on some of the responsibilities of the Nursing Department as may be delegated. Provides assistance in the functioning of the Nursing Department.

**NURSING SUPERVISOR (RN)**--Supervises and coordinates activities of personnel assigned to specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory resident care. Demonstrates clinical expertise of Standards of Practice accorded by license as a Registered Nurse.

**HEAD NURSE (RN)**--Directs nursing service activities including the preparation of nursing care plans, and instructs nurses in an organized patient care unit. Assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service. (This position normally reports to the Nursing Supervisor (RN) above.)

**NURSING SUPERVISOR (LPN)**--Supervises and coordinates activities of personnel assigned to specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory resident care.

**STAFF NURSE (RN)**--Renders professional nursing care to patients within an assigned unit. Performs nursing techniques for the comfort and well-being of the patient. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patients.

**CHARGE STAFF NURSE (RN)**--Serves as a Nurse (RN) in charge of a nursing unit. All other job functions are the same as the Staff Nurse (RN).

**PRACTICAL NURSE (LPN)**--Performs assigned nursing procedures for the comfort and well-being of patients such as assisting in admission of new patients, bathing and feeding, making beds, helping patients into and out of bed, and collecting specimens such as sputum and urine. Administers specified medication. Provides a wide variety of patient care activities as accorded by licensure.

**CHARGE NURSE (LPN)**--Serves as a Nurse (LPN) in charge of a nursing unit. All other job functions are the same as the Practical Nurse (LPN).

**NURSE PRACTITIONER**--Serves as liaison between the clinical staff and the administrative operational staff. Plans and evaluates the clinical management of residents. Evaluates treatment plans, medications, and other necessary care. Provides clinical recommendations to nursing staff to address the medical needs of the residents.

**CERTIFIED NURSE AIDE**--Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. Function may not exceed Standards of Practice as accorded by Certification.

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### **Nursing Home Job Descriptions**

NON-CERTIFIED NURSE AIDE--Performs various resident activities and related nonprofessional services essential to caring for personal needs and comfort of residents. (Function may not include activities accorded to Certified Nurse Aide.)

CERTIFIED MEDICATION TECHNICIAN--Dispenses medication to residents under the direction of the Nursing Staff. Function may not exceed Standard of Practice as accorded by Certification.

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## Home Care Job Descriptions

**DIRECTOR OF CLINICAL SERVICES-** Responsible for administration of client care services. Plans, implements, and directs nurses/clinical services to assure quality care and appropriate quantity of services. Has authority and responsibility for operation of programs. Interprets policies and regulations to all nursing personnel and ensures compliance. Analyzes and evaluates nursing and related services rendered to improve quality of home care and to better utilize staff time and abilities.

**CASE MANAGER/HOME CARE TEAM LEADER-** Responsible for assignment and coordination of activities for a multidisciplinary team (nurses, therapists, home care aides, specialists). Communicates with referral sources, patients, payors, physicians and field staff. Provides continuity of essential clinical and financial information to ensure effective patient care management by professional staff members of the team. Monitors productivity and patient outcomes.

**HOME CARE CLINICAL SUPERVISOR-** Provides direct supervision and clinical oversight of home care visiting staff. Responsible for case assignments, follow-up with interdisciplinary staff, communication with patients, physicians, and referral sources. Serves as a clinical resource and educator for field staff.

**QUALITY IMPROVEMENT/UTILIZATION REVIEW MANAGER-** Responsible for coordination of interdepartmental quality improvement activities such as staff education, utilization review, clinical risk management, and patient satisfaction. Serves as resource to quality improvement committees and work groups. Analyzes outcome reports, including OASIS reports, determines areas for improvement, assists tracks trends and compiles report for professional advisory committee. May be responsible for oversight of agency regulatory and accreditation compliance.

**SUPERVISOR OF HOME CARE AIDES-** Responsible for the quality and quantity of services rendered by the Home Care Aides. Develops and implements new programs and services.

**CLINICAL NURSE SPECIALIST-** Assumes primary responsibility for nursing practice and its effect on healthcare. Provides clinical direction to personnel and client programs. Develops and implements programs of the facility. Acts as consultant to nursing supervisors in maintaining clinical competency of their staff. May serve as clinical expert, consultant, and in specific specialty such as oncology, infusion therapy, wound and skin care or rehabilitation. Provides direct patient care, develops programs and monitors outcomes of care.

**ORIENTATION NURSE / INSTRUCTOR / EDUCATOR-** Implements the orientation and continuing education program of all employees (professional and paraprofessional). Provides individualized instruction and guidance as may be required.

**REGISTERED NURSE (RN)-** Provides services for clients consistent with the agency's philosophy, policies, and standards of care. Meets state educational and licensure requirements to practice.

**HI TECH NURSE-** Provides clients with specialized services. Provides services such as I.V. therapy, ventilator care, and any other service that requires specialized training of technical skills. Meets state educational and licensure requirements to practice.

**PRACTICAL NURSE (LPN)-** Provides services under the direction of a Registered Nurse, for clients consistent with the agency's philosophy, policies, and standards of care. Meets state educational and licensure requirements to practice.

**NURSE PRACTITIONER-** Serves as liaison between the clinical staff and the administrative operational staff. Plans and evaluates the clinical management of clients. Evaluates treatment plans, medications, and other necessary care. Provides clinical recommendations to nursing staff to address the medical needs of the clients. Can also provide comprehensive client care.

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## Home Care Job Descriptions

**PSYCHIATRIC NURSE-** Responsible for the care and needs of psychiatric clients. Administers medications and maintains clients' medical records. Meets state educational and licensure requirements to practice.

**PEDIATRIC NURSE-** Provides nursing services to infants, children, and adolescents by monitoring and recording vital signs such as temperature, blood pressure, and respiratory rate. Administers medications as prescribed by the Physician. Assesses significant behavior in relation to the child's illness through understanding of children's growth and development patterns.

**HOME CARE AIDE I (HCA I)-** Assists with environmental services such as housekeeping and homemaking services in order to preserve a safe, sanitary home and enhance family life. The Home Care Aide I does NOT provide personal care. May also be called chore worker or homemaker.

**HOME CARE AIDE II (HCA II)-** Provides non-medically directed personal care. May also be called personal care attendant.

**HOME CARE AIDE III (HCA III)-** Provides personal care services under a medically supervised plan of care. Meets federal and/or state training and licensure requirements. May also be called home health aide.