New Mexico State Personnel Office
2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

REGISTERED NURSES

Class Title	Class Code	Pay Band	Alt Pay Band*
Registered Nurses-B	**K1111B**	**55**	**70**
Registered Nurses-O	**K1111O**	**60**	**75**
Registered Nurses-A	**K1111A**	**65**	**80**

In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.

Occupation Description
Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists.

Nature of Work
Registered nurses (RNs), regardless of specialty or work setting, treat patients, educate patients and the public about various medical conditions, and provide advice and emotional support to patients' family members. RNs record patients' medical histories and symptoms; help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation. RNs teach patients and their families how to manage their illnesses or injuries, explaining post-treatment home care needs; diet, nutrition, and exercise programs; and self-administration of medication and physical therapy. Some RNs may work to promote general health by educating the public on warning signs and symptoms of disease. RNs also might run general health screening or immunization clinics, blood drives, and public seminars on various conditions. When caring for patients, RNs establish a care plan or contribute to an existing plan

Distinguishing Characteristics of Levels
Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic
- Employees in this Role provide routine registered nursing care and provide orientation and training to nursing personnel.
- Employees assist in surveys, studies, and recommend treatment modifications develop specialized nursing care plans for patients and assist in the monitoring of medical apparatus and equipment; assure accurate maintenance of records of nursing and medical treatment; may accompany physician on hospital rounds and provide reports on condition of patients and assist in the coordination of nursing programs and participates in orientation, teaching of

nursing personnel; assist in administration of special therapies; prepare and administer medications ordered by physician.

Recommended Education and Experience for Full Performance
Associates Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing.

Minimum Qualifications
Associates Degree in Nursing, or graduation from a National League of Nursing (NLN) accredited program accepted by the New Mexico Board of Nursing **OR** eligibility for a temporary "permit-to-practice" issued for employment at a specific institution in New Mexico prior to obtaining a license.

Operational

- Employees in this Role serve as a member of the medical treatment team.
- Employees review medical records, observe the provision of medical care provided to clients by facility staff; review patient and pharmacist records and medication room; review services provided in areas of nursing, surgery, anesthesia, emergency room, radiology, nuclear medicine, laboratory, respiratory therapy, rehabilitation, physical therapy, and speech therapy; review infection control management practices; investigate complaint allegations through interview, by gathering evidence, and through observation; and reviews policies and charts; assist in administration of special therapies; prepare and administer medications ordered by physician.

Recommended Education and Experience for Full Performance*
Bachelor's Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing and two (2) years paid experience as a Registered Nurse.

Minimum Qualifications
Associates Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing and two (2) years paid experience as a Registered Nurse.

Advanced

- Employees in this Role provide comprehensive nursing care, and counsel and teach special care techniques.
- Employees are directly involved in the development and implementation of one or more programs, conduct surveys and studies under physician's direction, provide highly specialized nursing care to patients, provide emergency care and ensures that patients' health care needs are met, conduct interviews to assess quality of patient care while conducting surveys of health facilities and agencies to determine adequacy of case and patient outcomes.

Recommended Education and Experience for Full Performance
Bachelor's Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing and five (5) years paid experience as a Registered Nurse.

Minimum Qualifications
Associates Degree in Nursing or graduation from a NLN accredited program accepted by the New Mexico Board of Nursing and three (3) years paid experience as a Registered Nurse.

Knowledge and Skills

Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET^{TM} is a trademark of the U.S. Department of Labor, Employment and Training Administration.

Knowledge

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of

alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Science — Using scientific rules and methods to solve problems.

Statutory Requirements: All applicants for this position must be licensed in accordance with the Nursing Practice Act § 61-3-2 through 61-3-31 NMSA 1978 and 16.12.1 through 16.12.20 NMAC, as applicable.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001   **Revised:** 9/20/2011; 1/24/17 (min quals change to Basic); 12/1/2017 (One APB Adjustment)

*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.