



State of New Mexico  
Classification Description

## CERTIFIED/LICENSED NURSING SUPPORT

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### General Summary

Positions in this job family perform nursing care and support functions, including the administration of medication and assists in carrying out selected aspects of the nursing program as they relate to applicable certification or licensing laws. They assist health care professionals in the delivery of patient care in long-term care hospitals, psychiatric and residential mental health facilities, and inpatient / outpatient rehabilitation facilities.

### Nursing Support Level I

**Jobcode:** HLSU11

**Pay Band:** HB

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

### *Distinguishing Characteristics*

This is the entry level Certified Nursing Support job of the classification series.

### *Recommended Education and Experience for Full Performance*

Certification as a Certified Medication Aide (CMA), Home Health Aide (HHA), or Certified Nurse Aide (CNA) and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Certification as a Certified Medication Aide (CMA), Home Health Aide (HHA), or Certified Nurse Aide (CNA) OR eligible to attain certification.

### *Essential Duties and Responsibilities\**

- Assist patients with daily activities.
- Record and maintain patient information, such as vital signs, eating habits, behavior, progress notes, treatments, or discharge plans.
- Record vital statistics or other health information.
- Maintain medical records.
- Listen and provide emotional support and encouragement to patients.
- Encourage patients during therapeutic activities. Complete physical checks and monitor patients to detect unusual or harmful behavior and report observations to professional staff.
- Assess physical or mental conditions of patients to aid in diagnosis or treatment.
- Restrain or aid patients as necessary to prevent injury.
- Hold patients to ensure proper positioning or safety.
- Feed patients. Clean and disinfect rooms and furnishings to maintain a safe and orderly environment.
- Clean patient rooms or patient treatment rooms.
- Provide patients with assistance in bathing, dressing, or grooming.
- May assist with the administration of medicines.

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### Nursing Support Level II

**Jobcode:** HNSU13

**Pay Band:** HC

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

### *Distinguishing Characteristics*

This is the career level Certified Nursing Support job of the classification series.

### *Recommended Education and Experience for Full Performance*

Certification as a Certified Medication Aide (CMA), Home Health Aide (HHA), or Certified Nurse Aide (CNA) and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Certification as a Certified Medication Aide (CMA), Home Health Aide (HHA), or Certified Nurse Aide (CNA) and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- Assist patients with daily activities such as bathing, dressing or hygiene.
- Maintain patients' restrictions to assigned areas.
- Aid patients in becoming accustomed to hospital routine.
- May assist in duties such as administering medications, measuring vital signs or collecting specimens.
- Report changes in physical or mental conditions of patients to aid in diagnosis or treatment.
- Organize, oversee or encourage patient participation in social, educational, or recreational activities.
- Encourage patients during therapeutic activities.
- Interview patients upon admission and record information.
- Serve meals or feed patients needing assistance or persuasion.
- Record vital statistics or other health information.
- Accompany patients to and from wards for medical or dental treatments, shopping trips, or religious or recreational events.

### LPN/LVN

**Jobcode:** HLPN15

**Pay Band:** HD

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

### *Distinguishing Characteristics*

Under the direction of a Registered Nurse, Licensed Nursing Support provides routine nursing care to meet the physical, emotional, social and spiritual preferences of an assigned group of patients/clients/residents.

### *Recommended Education and Experience for Full Performance*

Licensure as LPN or LVN, and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Licensure as LPN or LVN.

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### ***Essential Duties and Responsibilities\****

- Provides clinical supervision to Certified Nursing Assistants, Certified Medication Aides or Direct Care staff; instructs CNAs in proper, preventive safety measures and uses of adaptive equipment to meet the need of each resident.
- May assist primary RN with admission process to include orienting patient to room, placement of monitors, taking vital signs, obtaining pertinent health data and history.
- Provides and maintains care of patients to help them improve their overall well-being by assisting with patient care, care plan implementation.
- Performs direct nursing services such as administering medications and treatments.
- Assists with personal care and diagnostic therapeutic procedures.
- Participate in recreational activities with patients, including card games, sports, or television viewing.
- Collaborates with management and interdisciplinary teams in order to develop and implement programs and services for patients/residents.
- Consults and validates data concerning residents' health and safety.
- Records and reports pertinent information on progress notes, incident reports, infection control and census reports according to prescribed format.
- May provide psychiatric nursing services to out-patient mental health clients.

### **LPN/LVN Supervisor\*\***

**Jobcode:** HLPS17

**Pay Band:** HE

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

### ***Distinguishing Characteristics***

Under the direction of a Registered Nurse, LPN/LVN Supervisor is responsible for performing nursing services within scope of practice and supervises and delegates work to CNAs, CMAs and Direct Care staff.

### ***Recommended Education and Experience for Full Performance***

Licensure as LPN or LVN, four (4) years of experience as LPN or LVN, and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensure as LPN or LVN, and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Supervises Certified Nursing Assistants, Certified Medication Aides or Direct Care staff on the floor.
  - Responsible for administering medication and other prescribed treatments, taking vital signs, assisting with care plan activities, observing and reporting patient conditions and behaviors, and participating in rehabilitation, ambulation, and transfers.
  - Assists CNAs with providing personal care such as bathing or toileting.
  - Communicates with doctors, patients, and families, and educates patients on care.
  - Assists, implements and evaluates care planning with the Registered Nurse.
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## CERTIFIED/LICENSED NURSING SUPPORT

**Statutory Requirements:** Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment 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.

**Working Conditions:** 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.

**Established:** 10/18/2019

**Revised:**

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*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*