

State of New Mexico  
Classification Description

**REGISTERED NURSE**

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**General Summary**

Positions in this job family are assigned responsibilities for providing direct or indirect professional nursing services in a variety of settings: Clinic, Community Health, Long-Term Care, Obstetrics, Behavioral Health, Rehabilitation, Acute Care and Forensic Services. This includes providing nursing assessments, planning, interventions, evaluations, health related education, case management, and execution of the medical regime including administering medications and treatments prescribed, implementation or regulation of programs by any person authorized as prescribed by state law.

**Registered Nurse Level I**

**Jobcode:** HCRN17

**Pay Band:** HF

**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 of this job family where employees are assigned responsibility for performing basic level professional nursing care. Assignments are generally well defined and may include direct and indirect nursing care. This may include monitoring and assessing the health status of individuals, planning the nursing care of the individual, putting interventions in place, and evaluating the outcome. Provides health education. May include providing direction or guidance to non-licensed personnel. Refers unusual or complex situations to the supervisor.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR Eligibility for a temporary license issued for employment at a specific institution in New Mexico OR a Graduate Nurse with a "permit-to-practice".

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

- Provides routine registered nursing care and providing orientation and training to nursing personnel.
- Completes nursing history and initial assessment on all patients admitted.
- May initiate discharge paperwork for planned admissions and client belongings are collected.
- May review and co-sign LPN assessments on all patients
- Responsible for dressing changes, nebulizers, IV therapy, adjunct therapy modalities and diagnostic procedures such as blood draws, INR or blood sugar levels.
- Provides the necessary nursing care to obtain and maintain the residents' highest practical physical, mental and psychosocial well-being.
- Identifies, controls and prevents abuse, neglect and exploitation and other health and safety incidents or hazards and ensures that all residents are removed from dangerous areas in emergencies.
- Accompanies physician on hospital rounds and provides reports on condition of patients and assists in the coordination of nursing programs.
- Assists in administration of special therapies and prepares and administers medications ordered by physicians.

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### **Registered Nurse Level II**

**Jobcode: HCRN20**

**Pay Band: HG**

**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 of the Registered Nurse job family where employees are assigned responsibilities for performing professional nursing duties at the full performance level. This will involve performing a full range of duties in monitoring and assessing the health status of individuals, families, and population as well as defining a plan of care and providing nurse case management and health education when necessary. It may also include some limited responsibilities for providing direction, guidance, or training to other personnel, in providing care and treatment to patients or clients.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and four (4) years of experience as it pertains to the essential duties and responsibilities of the classification.

#### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR Eligibility for a temporary license issued for employment at a specific institution in New Mexico and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

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

- Second level Nurse responsible for serving as a member of the interdisciplinary care team.
- Responsible for reviewing medical records, observing the provision of medical care provided to patients by facility staff.
- May schedule patients for clinic/pre-operative visits, manage/block clinic schedule for meetings.
- Provides clinical supervision of unlicensed assistive personnel; instructs them in proper, preventative safety measures and uses adaptive equipment to meet the needs of each resident.
- May calculate and administer all types of obstetric and neonatal specific medications and IV therapies as directed by the physician according to facility protocols.
- May provide care for post-operative patients recovering from anesthesia.
- Coordinates assessments from other disciplines, incident reporting and investigation, medication administration, and discharge planning in a hospital setting.
- Provides education to patients in a way that engages them in their plan of care and helps them to make personal decisions about their health.
- May assess services provided in the areas of nursing, surgery, anesthesia, emergency room, radiology, nuclear medicine, laboratory, respiratory therapy, rehabilitation, physical therapy and speech therapy.
- Reviews and practices in infection control management practices.
- Administers medications ordered by a Licensed Prescriber.

### **Registered Nurse Level III**

**Jobcode: HCRN23**

**Pay Band: HH**

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

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### ***Distinguishing Characteristics***

This is the senior level of this job family where employees are assigned more advanced responsibility in an assigned work unit or in an assigned geographic area. Employees at this level will have complex assignments and a substantial degree of responsibility and independence in planning, organizing, and completing work. Employees at this level develop and present educational programs relevant to nursing practices and standards or care and follow-up with evaluation of learning. This position may include completing special assignments such as quality improvement, mentoring, and surveillance of potential patient care incidents of quality indicators for individuals who may be at risk for rapid status change.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR Eligibility for a temporary license issued for employment at a specific institution in New Mexico and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

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

- May provide support and delivery of public health programs such as epidemiology, tuberculosis, breast and cervical cancer screening, STI screening and treatment, immunizations and family planning.
- May serve as the primary lead and provide technical and clinical policy review and oversight in the areas of early and periodic screening, diagnostic and treatment (EPSDT), reproductive health, home visiting and school based health.
- May track ongoing infectious diseases taking necessary actions to protect other residents and staff.
- May assess and evaluate the quality of emotional, mental and physical care being administered to long-term residents.
- Directly involved in the development and implementation of one or more programs, research and analysis, providing highly specialized nursing care to patients, providing emergency care, and assessing the quality of patient care.
- Oversees and reviews the work and documentation of LPNs or unlicensed assistive persons.
- May provide care in a juvenile correctional setting that is essential to the rehabilitation of juvenile offenders committed by the court.
- Conducts surveys and studies under Licensed Prescriber direction and/or according to state regulations and statutes.
- Provides highly specialized nursing care to patients.
- May oversee facility quality assurance and performance improvement programs.

### **Registered Nurse Supervisor\*\***

**Jobcode: HCRS26**

**Pay Band: HI**

**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***

Nurse Supervisor responsibilities include scheduling work assignments, evaluating health care and performance of assigned staff, providing training, and otherwise ensuring quality. Administrative responsibilities may include approving

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leave and initiating disciplinary actions. May oversee the entire facility floor in a nursing department. Employees at this level deal with complex health issues and may act for nurse managers in their absence.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and seven (7) years of experience as a Registered Nurse and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR Eligibility for a temporary license issued for employment at a specific institution in New Mexico and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

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

- Nurse Supervisor responsible for directing nursing services and oversight and review of work and documentation of subordinate personnel.
- Receives and carries out orders for immediate and future plans of care, coordinates assessments from other disciplines, and provides instruction and delegates tasks to nurses, nurse techs, registration clerks and other subordinate personnel.
- Ensure that all staff are compliant with licensure and certification.
- May supervise a program in a local health office, assist in developing, planning and implementing programs.
- Performs and prepares audit on patient charts for Medical Director for review.
- May coordinate public health activities with other community agencies.
- Facilitates team discussions, trainings and collaborations to ensure efficient communication, regulatory compliance and functionality among the supervised departments.
- Participates in multidisciplinary management team, which includes strategic planning and decision making regarding program goals and objectives and the delivery of services within a region or department.
- May provide direct supervision and leadership to regional staff nurses and other personnel.
- Responsible for educating residents, staff, family, guardians in all aspects of personal care and hygiene, disease process, medication regimen, policy and procedures and treatment plans for all residents.
- May conduct interviews to assess quality of patient care while conducting surveys of health facilities and agencies to determine adequacy of case and patient outcomes.

### **Registered Nurse Manager Level I**

**Jobcode: HCRX30**

**Pay Band: HJ**

**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***

Positions at this level are assigned responsibilities for performing professional nursing and supervisory functions in a state facility, hospital, clinic, school, or public health program. This may include functions such as a twenty-four hour or shift supervisor of a treatment service or specialized program in a facility, supervision of nursing services in an assigned geographical area, a hospital or facility, a supervisor of a program specialty area, or comparable responsibilities. Employees at this level are responsible for day-to-day clinical operations, staffing of the work area, and evaluation of performance of assigned staff to ensure quality of care, and may cover for the Nurse Manager II in their absence.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR eligibility for a temporary license issued for employment at a specific institution in New Mexico and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

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

- Directly oversee the care provided by nursing staff and other support staff such as medical records and administrative clerical staff.
- Leads community development and outreach initiatives to promote public health programs.
- Monitors and ensures compliance with department, state and federal policies and procedures.
- Participates in planning, implementation and evaluation of programs in assigned facilities or program area.
- May provide orientation and training of staff, patients and residents to unit, development of initial care plan and assurance that nursing diagnoses are established, applicable assessments and nursing history.
- Assures that pertinent observations and reactions regarding residents are reported to appropriate parties and that those observations are recorded accurately.
- Assures compliance with regulatory and safety guidelines.
- Complies with guidelines for resident care and safety set by state and federal agencies to include CMS, TJC and Life safety.
- Participates in the development and implementation of nursing competency programs and policies; assures compliance with mandatory nursing standards in assigned work areas.
- May provide education on scheduling and supervisory skills to subordinate supervisors both nursing and nursing support.

### **Registered Nurse Manager Level II**

**Jobcode: HCRX35**

**Pay Band: HK**

**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***

Positions at this level are assigned responsibilities for the supervision of all nursing and health services provided in a variety of health care settings or providing consultation and educational services in a specialized field or program involving statewide application. Employees at this level have 24-hour accountability for the operation of the nursing unit(s). This includes positions in a facility or geographical area that function in an administrative or consultant role with responsibilities in a specialized program area or specialized field. Employees at this level have administrative freedom to plan, develop, and organize all phases of work necessary for its completion within broad program guidelines.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and five (5) years of management experience as it pertains to the essential duties and responsibilities of the classification.

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### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR eligibility for a temporary license issued for employment at a specific institution in New Mexico and three (3) years of management experience as it pertains to the essential duties and responsibilities of the classification.

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

- Participates in the development of policy and procedure as well as continuing quality assurance and implementing changes as needed.
- Responsible for ensuring the smooth and efficient operation of nursing staff and programs, including planning and evaluating nursing systems, rotations and methods to ensure individual patients are receiving optimal care.
- May act as liaison with external partners.
- Participates in the evaluation of nursing practices through unit observations and conferences with nursing coordinators and nursing staff.
- Participates in a multidisciplinary management regional team which includes strategic planning and decision making regarding program goals and objectives and the delivery of service within a region or department.
- May have oversight of a program budget, including ensuring revenues equal or exceed expenditures; contracting is in place to support billing; presenting budget analysis and projections to senior leadership.
- Ensures staff are appropriately trained in emergency preparedness activities both in the community and as first responders.
- Collaborates with community providers to address existing and emerging community health challenges.
- May have oversight of regional or divisional compliance and improvement plans in accordance with the New Mexico Nursing Practice Act, Board of Pharmacy regulations, OSHA, CLIA and HIPAA regulations.
- Responsible for planning, implementing and participating in community outreach such as immunization clinics.
- May be responsible for meeting standards, certification, licensing and statutory requirements.

### **Registered Nurse Manager Level III**

**Jobcode:** HCRX40

**Pay Band:** HL

**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***

Positions at this level are assigned responsibilities involving direction of the entire nursing or health care program in a facility or geographical area and may serve as Assistant Director of Nursing.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and six (6) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR eligibility for a temporary license issued for employment at

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a specific institution in New Mexico and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- Responsible for quality assurance and performance improvement throughout the facility.
- Directly involved in the development and implementation of one or more programs, research and analysis and assessing the quality of patient care.
- Delineates the responsibilities for the direction of a nursing division and ensures adequate supervision of staff.
- Ultimately responsible for adequate staffing based on resident/ patient acuity and evaluation of nursing care needs to maintain fiscal responsibility in the delivery of staffing ratios.
- Reviews, evaluates and recommends revisions of nursing service policies and coordinates implementation of policies through staff conferences and communicating through department directives.
- May serve as a member of an executive leadership team with a focus on division level strategic planning and leadership.
- May serve as chief privacy officer for a division.
- Supports the development and revisions to all protocols, standing orders and resources manuals.
- May schedule and participate in monthly meetings with all nursing staff including charge nurses, CNAs and CMAAs, respectfully.
- Performs special projects of research or plans of corrections assignments per facility administrator or quality assurance nurse to ensure compliance with healthcare regulations specific to long-term care.
- Implements quality improvement plans that are designed to assist in the delivery of the highest possible levels of service.
- Prepares reports for state agencies: Department of Health, State Board of Nursing, Board of Pharmacy, etc.
- Collaborates with other departments to streamline operations.

### **Registered Nurse Manager Level IV**

**Jobcode: HCRX46**

**Pay Band: HM**

**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*

Positions at this level are assigned responsibilities for the administration of a large nursing department, statewide nursing or public healthcare program(s) of a division. Planning and direction is based upon interpretation and implementation of federal and state statutes and regulations.

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

Must possess a current license to practice as a Registered Nurse in New Mexico and eight (8) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Must possess a current license to practice as a Registered Nurse in New Mexico OR eligibility for such licensure in accordance with New Mexico requirements OR eligibility for a temporary license issued for employment at a specific institution in New Mexico and six (6) years of management experience as it pertains to the essential duties and responsibilities of the classification.

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

- Directs the total nursing program for a large hospital or institution, or directs a statewide public health nursing program.
- Assumes responsibility for and manages compliance actions within a given facility or program to meet standards, regulations, laws and requirements of oversight agencies.
- Ensures resident and patient safety and wellbeing.
- Directs, oversees and evaluates all nursing personnel, guides staff procedures, sets objectives and long-term goals for the nursing department, maintains compliance according to state and federal regulations.
- Creates new policies and updates existing policies to improve the level of care for each resident.
- Ensures appropriate staffing is provided on all shifts with the number of nurses to assess, plan, implement and direct professional nursing care for all patients on a 24 hour basis.
- Maintains occupancy of the nursing facility at optimum level by applying marketing and outreach techniques.
- Coordinates and supports the admissions and transfers to provide an efficient and effective delivery of service.
- Maximizes reimbursement potential for facility services.
- Participates in management leadership team to provide input to the strategic planning and policy and procedure development for the facility as well as review performance improvement standards.

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**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.*