

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Nurse 4		<b>Class Code:</b> 001QC4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 12-12-14
	<b>Summary:</b> Incumbent is primarily responsible and accountable for nursing practices based on specialized knowledge, judgment and skill derived from the principles of biological, physical and behavioral sciences.		

**Duties:**

- Screens patients referring those with major problems to the physician;
- Prepares and gives medication, controls dosage and administers as prescribed by physicians;
- Provides first aid to patients in case of injury, accidents, fights and suicide attempts and notifies the physician;
- Performs complete and routine hospital nursing bed care service and assists the physician in all phases of patient care;
- Gives new residents inoculations and immunization shots and draws blood for testing purposes;
- Evaluates patient responses to actual or potential health conditions;
- Controls violent or disturbed patients or offenders;
- Contacts patients' families regarding unusual medical conditions of patients;
- Directs attendants and coordinates their activities;
- Develops nursing care plans for individual patients in conjunction with health service personnel including Occupational Therapists, Physical Therapists, Psychologists and Psychiatrists;
- Instructs patients' families in the care of patients leaving the hospital;
- Provides guidance and instructions to newer nurses;
- Designates work assignments to staff of a nursing care unit;
- Assists in personnel evaluations;
- Inventories pharmaceutical supplies and requisitions for drugs, supplies and equipment needed on wards;
- Performs related duties as required.

**Job Requirements:**

- License to practice nursing in the State of Indiana as a Registered Nurse;
- Specialized knowledge of, and ability to utilize, a full range of accepted professional nursing principles and practices to in-patient care;
- Working knowledge of psychology relative to handling and caring for emotionally disturbed patients and those with abnormal mental and behavioral patterns as provided in Nursing Education;
- Ability to communicate with patients regarding medical and nursing procedures and patients' conditions;
- Working knowledge of Indiana State Department of Health laws and regulations pertaining to institutional care of patients;
- Ability to use, and care for, occupational therapy equipment;
- Ability to interpret and follow oral and written orders and directions;
- A high degree of skill in providing care and in reacting effectively to emergency situations;
- Ability to provide guidance to newer nurses;
- Ability to coordinate the activities of others;
- Ability to develop and apply nursing care plans;
- Ability to organize and review work of staff.

**Difficulty of Work:**

This work requires the performance of a full range of nursing care for patients with a wide range of medical diagnoses and varying degrees of illness. Judgment is needed in applying appropriate nursing care procedures.

**Responsibility:**

Supervision is based on standard medical orders from the physician. However, incumbent is legally responsible for his/her nursing actions. Incumbent receives limited supervision and work is reviewed for general adequacy in judgment and conformance with policy.

**Personal Work Relationships:**

Contact is with patients, their families, hospital staff members and frequently with other personnel of the agency for the purpose of explaining patient care and to obtain patient's cooperation.

**Working Conditions:**

Work is performed in a hospital or infirmary setting. Exposure to infectious disease is possible.