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Modified: August 10, 2003

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**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**NURSING SPECIALIST**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to professional nursing positions that coordinate a complex nursing program or service. This classification specification is not intended to identify every duty that may be assigned to the position, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These professional nursing positions are responsible for coordinating a complex nursing program or service that includes planning, developing, and implementing program services; establishing program policies and procedures; and coordinating administrative activities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for the majority of time (more than 50%) provide direct patient care and are more appropriately classified as Nurse Clinician.
3. Positions that for the majority of time (more than 50%) develop and conduct education programs for nursing service personnel and are more appropriately classified as Nursing Instructor.
4. Positions that for the majority of the time (more than 50%) provide program review and are more appropriately classified as Nursing Consultant.

5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance into This Classification

Employees enter positions in this classification by competition.

## II. DEFINITION

### NURSING SPECIALIST

This is highly responsible and complex professional nursing work performed at the Departments of Corrections (DOC), Health and Family Services (DH&FS), and Veterans Affairs (DVA). Positions are responsible for coordinating a nursing program or service institution wide, for a specific geographic area, or statewide. Job duties include developing and/or administering a program or service; orientating and training staff or outside providers; developing and implementing protocols, policies, and procedures; acting as a consultant and liaison; monitoring the program; and maintaining records. Nursing programs or services include infection control practices and contagious disease prevention education, monitoring the delivery of health care, and community capacity team nurse functions.

#### Representative Positions:

DOC, Division of Adult Institutions, Bureau of Health Services: This position reviews and evaluates requests from institution health care practitioners for prior authorization of diagnostics, consultations, and procedures utilizing proprietary guidelines. This position plans for inmate patients returning to both institutions and their local communities upon release or parole. Responsibilities related to this include: serve as liaison between health services unit managers and the local care providers for inmate patients who are hospitalized; review care and treatment at the local hospital to assure timeliness of care; review the capabilities of the health services units and match these to the inmate's needs, coordinating the inmate's treatment from the hospital to the institution; assure that medications, appliances, and assistive devices are provided and follow-up therapy and appointments are scheduled; consult with DOC health services managers to identify inmates who made need special intervention for successful reintegration to the community because of complex health care needs; assist in coordinating, developing, implementing, training and monitoring health education programs at institutions for infection control and contagious disease prevention such as tuberculosis, blood-borne pathogens, hepatitis, and HIV/AIDS.

DOC, Division of Adult Institutions, Bureau of Health Services, Drug Abuse Correctional Center: This position provides nursing expertise to monitor the delivery of health care to Community Corrections Correctional Centers and assures the appropriate level of health care is provided; reviews the quality of care at each site; works with correctional and health care staff to assure staff are aware of health services policies and procedures; assures standards of health care are maintained on-site and at community facilities; and coordinates continuity of care between the facility and offender placement.

DOC, Division of Adult Institutions, Bureau of Health Services: This position provides advanced professional and administrative nursing work in the administration of employee health services for employees in a geographic area of the state which includes planning, developing, and implementing the employee health program; establishing program policies and procedures; developing and implementing diagnostic and immunization programs for communicable diseases; developing training and education to employees; preparing and maintaining employee health records; and providing on-site employee emergency health services.

DH&FS, Division of Care and Treatment Facilities, Southern Wisconsin Center: This position functions as the Capacity Team Nurse and provides assistance to families, case managers, and providers in designing, implementing and sustaining community support to persons with developmental disabilities

who have received or are receiving services from a state center or who are at risk for admission to a state center. This position enhances the capacity of the community by providing training and consultation in the areas of physical and mental health status, nutrition, preventative health, appropriate use of health-related equipment, therapeutic devices and medications, and sensorimotor functioning; performing assessments of individual needs and community resources; developing preventative and health maintenance plans for individuals, families, and community providers; and develops and implements inservice training programs. This position also provides for direction and participation in Out-Patient Clinics; schedules and assists consultants in examinations and follow-up; performs Electrocardiograms on individuals; oversees Resident Transport Services providing transportation to and from out-patient appointments; provides emergency room services to individuals; prepares reports and maintains files/records; oversees scheduling of x-rays; and assists with and supervises dictation and transcription of consulting physician reports.

DH&FS, Division of Care and Treatment Facilities, Central Wisconsin Center: This position provides employee health services to employees; plans, develops, and implements programs directed toward health promotion and health maintenance, disease prevention and rehabilitation of staff; consults with physicians, supervisors, nurses, employees and the staff training department. Or, this position provides infection control specialist duties and has advanced knowledge and skills related to the prevention and maintenance of infections, educating staff, and monitoring for improvements; auditing charts; providing feedback to nurses; performing clinical observations; providing remedial training and project studies to improve nursing; and updating policies and procedures.

DH&FS, Winnebago Mental Health Institute: This position is responsible for developing and implementing data collection systems to assist in the quality improvement activities of the department of medicine, nursing, social services, therapeutic services and psychology; implementing performance improvement activities; designing computerized databases to support quality management activities; acting as trainer and resource to staff; reviewing clinical information by gathering, analyzing, interpreting, summarizing, and reporting findings; participating on various committees; acting as a lead worker in developing quality improvement project designs; and recommending new data systems as appropriate.

### III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Registration or eligibility for registration as a professional nurse in the State of Wisconsin.

### IV. ADMINISTRATIVE INFORMATION

The Nursing Specialist 1 and 2 classification specifications were created effective December 31, 1989, and announced in Bulletin CC-219 as a result of the Client Care and Custody Survey. These classifications were abolished and the new one-level Nursing Specialist classification was created effective January 13, 2002, and announced in Bulletin CLR/SC-136 as a result of collapsing the Nursing Specialist 1 and 2 classifications. The Nursing Specialist was modified effective August 10, 2003 and announced in Bulletin MRS/SC-165 as a result of creating a new classification for an allocation identified in this classification that is now removed, for the duties for the Minimum Data Set Coordinator. The Nursing Specialist was modified effective January 11, 2004 and announced in Bulletin OSER-0010-MRS-SC to update the representative positions.