

**Effective Date: September 13, 1998**  
**Modified Effective: July 2, 2000**  
**Modified Effective: December 2, 2001**  
**Modified Effective: July 9, 2006**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**HEALTH SERVICES NURSING COORDINATOR**

**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 present and future professional nursing management positions in the Department of Corrections, Bureau of Health Services, and the Department of Veterans Affairs. Positions allocated to this classification are responsible for the coordination and oversight of health services provided at adult and/or juvenile facilities and/or nursing homes and meet the definition of “management” contained in s. 111.81(13), Wis. Stats. Positions may also meet the definition of “supervisor” contained in s. 111.81(19), Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to positions, 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 to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

The positions in this classification are professional nursing management positions located within the Department of Corrections, Bureau of Health Services, and the Department of Veterans Affairs responsible for the coordination and oversight of health services provided at adult and/or juvenile facilities or nursing homes. Positions in this classification develop and implement policies, practices, programs and systems governing the provision of health care and manage the administrative, compliance, practice and training activities and issues relevant to the provision of safe and effective health care to offenders in adult and/or juvenile facilities or to members at the Wisconsin Veterans Homes. The incumbent is required to be registered as a professional nurse in the State of Wisconsin. Positions meet the definition of “management” contained in s. 111.81(13), Wis. Stats., based on the responsibility for participating in the formulation, determination and implementation of management policy related to the provision of health care to offenders in adult and juvenile facilities or members at the Wisconsin Veterans Homes and may also meet the definition of “supervisor” contained in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management in Wis. Stats. 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not require registration as a professional nurse in the State of Wisconsin.
3. Positions that are responsible for independently providing direct medical care to patients for a majority of the time and are more appropriately classified as Physician.
4. Positions that are responsible for providing direct nursing care to patients for a majority of the time and are more appropriately classified as Nurse Clinician.
5. Position which are responsible for supervising the provision of direct nursing care for a majority of time and are more appropriately classified as Nursing Supervisor.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### HEALTH SERVICES NURSING COORDINATOR

Positions in this classification coordinate and oversee health services provided at nursing homes in the Department of Veterans Affairs (DVA) or adult and/or juvenile facilities in the Department of Corrections (DOC), Bureau of Health Services with an emphasis on either adult or juvenile facilities. Positions perform managerial functions as defined in s. 111.81(13), Wis. Stats., and may also meet the definition of supervisor in s. 111.81(19), Wis. Stats. Specific responsibilities include development and implementation of health care policies, practices, programs and services governing the provision of safe, effective health care consistent with all relevant standards and requirements; performance of administrative and managerial functions affecting the provision of health care services; monitoring compliance of health care providers with established policies, procedures and standards of the DOC or DVA; review of and consultation on professional practice standards of health care providers; liaison with medical, dental and psychiatric clinical directors; development and implementation of training and orientation programs for health care providers in conjunction with outside agencies, as appropriate; and consultation on specific practice or care issues; some DOC positions may investigate inmate health care complaints and/or temporarily perform duties of vacant Nursing Supervisor positions in Health Services Units. Policy and program development and implementation affects health care services provided in one or more divisions of the DOC or in a medical service area or areas (e.g., mental health services) that operates on an institution-wide basis for one or more of the WDVA Veterans Homes.

## 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**

This classification was created effective September 13, 1998, and announced in Bulletin CC/SC-91 to describe positions within the Department of Corrections created as a result of the reorganization of the Bureau of Health Services. This classification was modified effective July 2, 2000, and announced in Bulletin CLR/SC-115 to include all the nursing management positions located in the Department of Corrections, Bureau of Health Services. The classification was again modified effective December 2, 2001, and announced in Bulletin CLR/SC-135 to include a position in the Department of Veterans Affairs. The modification effective July 9, 2006 was announced in Bulletin OSER-0121-MRS/SC to reflect the need for this classification in medical service areas or on an institution-wide basis and an addition to duties which may be assigned.

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