Effective Date: February 11, 2001
Modified: September 3, 2006
Modified: July 18, 2010
Modified: August 28, 2011

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NURSING ADMINISTRATOR

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 Nursing Administrator positions. Positions assigned to this classification must meet the definition of "supervisor" as defined 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 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

This classification encompasses positions located at the Department of Health Services (DHS), the Department of Children and Families (DCF) and the Department of Veterans Affairs (DVA). Positions assigned to this classification must meet the definition of "supervisor" as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission. Positions included in this classification supervise nursing facilities and other medical areas by implementing nursing standards, policies and procedures.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not require registration or eligibility for registration as a professional nurse in the State of Wisconsin.

2. Positions that are involved in independent assessment and provision of direct patient care for a majority of the time and are more appropriately classified as Nurse Clinician 2, 3, or 4.

3. Positions that are involved in day-to-day administration and supervision of a designated patient care area and are more appropriately classified as Nursing Supervisor.

4. Positions that do not meet the definition of "supervisor" as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.

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

D. Entrance Into This Classification:

Employees enter this classification by competitive examination.

II. DEFINITION

NURSING ADMINISTRATOR

This classification encompasses the professional supervisory positions located at DHS, DCF and DVA. Positions included in this classification administer and supervise nursing services at agency facilities and other medical areas by implementing nursing standards, policies and procedures. They administer, evaluate and manage the health care services provided to the State Medicaid program recipients, the child welfare system recipients, or Wisconsin Veterans Home residents.

Representative Positions:

Nursing Administrator, DHS, Division of Long Term Care: This professional supervisory position functions as the Nursing Administrator and provides the administration and supervision of nursing and related medical services for a large institution where the majority of nursing and related medical staff positions are contract service positions. This position is responsible for developing and implementing nursing standards, policies, and procedures; implementing and evaluating all nursing and ancillary services; and participating in institution-wide strategic planning, policy-making, and administration with other services and programs. This position is also responsible for developing and implementing contract service agreements, providing contract oversight including planning, implementing, monitoring and evaluating the services provided by a vendor; and identifying and resolving problems with the contract, vendor or staff. Additional duties include overseeing the budget, facilitating a communication system, determining staff training needs and assuring safe working conditions.

Section Chief, DHS Division of Health Care Access and Accountability (DHCAA), Bureau of Program Integrity (BPI): These positions function as Section Chiefs in the BPI and administer and manage the medical appropriateness and evaluation of health care services provided to the State Medicaid program. Positions supervise the review of all clinical activities related to Medicaid audit, the investigations of complaints of misutilization, fraud and abuse, and the development of prepayment review criteria for all health care services. Positions are responsible for developing and implementing nursing standards, policies, and procedures; represent the Division on all health care policies and procedures related to the State Medicaid program; manage the clinical comprehensive reviews of client medical records; supervise the review and provision of expert clinical guidance and quality assurance criteria to auditors or investigators regarding medical reasonableness, appropriateness and medical need for services; develop quality assurance review standards, utilizing expert clinical judgment, to be used in monitoring the utilization and quality of care delivered to Medicaid recipients; provide expert clinical guidance to develop utilization and care standards to use as guidelines for monitoring services delivered to Medicaid recipients; and identifying and resolving problems with community providers, contract vendors or staff.

Nursing Administrator, DCF, Bureau of Milwaukee Child Welfare (BMCW), Nurse Health Consultant Unit: This position is responsible for the supervision of nurse consultants who are located at the three BMCW Regional offices. This position works under the general supervision of the BMCW Medical Director to ensure the delivery of quality health care that meets the medical, behavioral/mental health, developmental/social-emotional and dental needs of the children served by the child welfare system in Milwaukee County. The Nursing Administrator works with community physicians and other health care professionals to establish improved communication between the medical provider community and BMCW that facilitates the integration of relevant medical information into BMCW decision making and on-going case management. This position utilizes available health information to track services and outcomes and to provide for ongoing quality improvement activities that ensure compliance with care and standards. This position coordinates training for BMCW staff, foster and birth families, health professionals, the judiciary and community agencies on health issues and child welfare practices.

Nursing Administrator, DVA, Division of Veterans Homes: Under the general direction of the Home's Commandant, each position is responsible for the administration, management and direction of all nursing services provided to the aged and disabled veterans and eligible dependents residing at the facility. As a member of the senior management team, responsibilities include: development and administration of policies and procedures to ensure consistency of nursing care protocols and systems; staffing; instruction; medical records; assessment and allocation of nursing staff systems and resources; and integration of bureau nursing policies and procedures with other clinical disciplines to implement a multidisciplinary care approach. In addition, the position monitors compliance with federal, state, department and Veterans Administration regulations.

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 Requirements: These positions require employees to be registered as a Professional Nurse in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective February 11, 2001, and announced in Bulletin CLR/SC-126 to accommodate positions which are equivalent to Director of Nursing positions in an institution in the Division of Disability and Elder Services, but the majority of the staff are contract staff.. The classification was modified effective September 3, 2006, and announced in Bulletin OSER-0136-MRS/SC to include Section Chief positions in the Division of Health Care Financing, Bureau of Program Integrity. The classification was modified effective July 18, 2010 and announced in Bulletin OSER-0268-CLR/SC to include one position in the Department of Children and Families; Bureau of Milwaukee Child Welfare. The classification was modified effective August 28, 2011 and announced in Bulletin OSER-0283-MRS/SC to include the positions at the Department of Veterans Affairs Wisconsin Veterans Homes.

JAB
JDD
DLG/SRD
PLW
38430