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**Modified Effective: June 4, 2000**  
**Modified Effective: July 2, 2000**  
**Modified Effective: October 15, 2006**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DIRECTOR OF NURSING**

**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 Director of Nursing positions. 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. Positions must meet the definition of “supervisor” in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.

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 and Family Services, Department of Corrections and the Department of Veterans Affairs. 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 provide the administration and supervision of nursing and related medical services for a large patient service.

**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

### DIRECTOR OF NURSING

Positions included provide the administration and supervision of nursing and related medical services for a large patient service. Job duties include supervising subordinate Health Services Nursing Coordinators and Nursing Specialists in the Department of Corrections, Nursing Supervisors, or an Assistant Director of Nursing in other departments, and may include supervising related medical staff. Program allocations include: (1) Director of Nursing in the, Bureau of Health Services, Division of Adult Institutions, Department of Corrections, responsible for statewide planning, implementing and evaluating nursing and ancillary services in all twenty-two Institution Health Services Units and the Infirmary at Dodge Correctional Institution; (2) Assistant Nursing Director at a large institution in the Department of Health and Family Services responsible for coordinating and supervising all nursing activities; developing and implementing nursing standards, policies, and procedures; coordinating the quality assurance program; interacting and cooperating with other services and programs; and assisting the Nursing Director in the development and implementation of the department philosophy objectives and policies; (3) Director of Nursing at an institution in the Department of Health and Family Services responsible for administering, directing, and coordinating nursing services; providing the overall direction, development and coordination of clinical policy and services; providing the direction, development and coordination of the institution’s clinical support programs; and participating in institution-wide strategic planning, policy-making, and administration; and (4) Bureau Director of Nursing Services at the Department of Veterans Affairs responsible for managing and directing the nursing services for aged and disabled veterans and eligible dependents at the Wisconsin Veterans Home; planning, developing, initiating, monitoring, and evaluating programs; and responsibility and accountability for all bureau nursing staff, bureau budget development, and use of all resources.

#### Representative Position:

Director of Nursing, Department of Corrections: Under the general direction of the Director of the Bureau of Health Services, this position is responsible for planning, implementing and evaluating nursing services in all of the Health Services Units for the Department of Corrections (DOC), Division of Adult Institutions (DAI). Health services are directed in accordance with the philosophy and policies of DOC, state and federal regulations and contemporary nursing standards. Provide leadership in the development, planning and implementation division-wide Continuous Quality Improvement (CQI). Interact and cooperate with other hospitals and health care providers to assure delivery of quality offender services. This position will also supervise the Health Services Nursing Coordinators and Nursing Specialists.

Director of Nursing, Wisconsin Resource Center, Department of Health and Family Services: Under the direction of the Institution Director, this administrative position is responsible for planning, implementing, and evaluating Health Services at Wisconsin Resource Center (WRC). Health Services are directed in

accordance with the philosophy and policies of WRC, the Department of Health and Social Services, state and federal regulations, and contemporary nursing standards. Provide leadership in the development, planning, and implementation institution-wide Continuous Quality Improvement (CQI). Interact and cooperate with other services and programs to assure delivery of quality residential services, and contribute to the overall administration of WRC as a member of the WRC Administrative Staff.

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

### III. ADMINISTRATIVE INFORMATION

These positions were formerly classified as Nursing Supervisor 3 and 4 modified effective November 23, 1997, and announced in Bulletin CC/SC-79, in order to combine the classification series of Nursing Supervisor 1-4, Health Services Nursing Sector Chief, and Health Services Nursing Supervisor as a result of recommendations by the Governor's Human Resource Reform Commission to simplify the classification system. Combining these classifications into a single series resulted in the abolishment of the Health Services Nursing Sector Chief and Health Services Nursing Supervisor classifications on the same date. This classification series was modified effective September 13, 1998, and announced in Bulletin CC/SC-91, as a result of the reorganization of the Bureau of Health Services at the Department of Corrections.

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions to describe positions which perform professional level managerial administrative nurse activities. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term "management" has been removed from the specification as the position is correctly coded as confidential/supervisory. This classification specification was modified effective July 2, 2000 and announced in Bulletin CLR/SC-115 as a result of erroneously including positions at the Department of Corrections which are best classified as Health Services Nursing Coordinator positions. This classification specification was further modified effective October 15, 2006, and announced in Bulletin OSER-0143-MRS/SC, as a result of the reorganization of the Bureau of Health Services at the Department of Corrections.

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