



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSE MANAGER

Job Number: 20001019

Job Code: 43330V250416

Job Group: 4300 - NURSING

Job Established: 12/16/2005

Job Revised: 04/16/2025

Grade: 19 Salary (MIN - MID):

\$36,397-\$54,596 - Hourly

\$5,914.52-\$8,871.86 - 37.5 Hr. Monthly Salary

\$6,308.82-\$9,463.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$46,570 - Hourly

\$7,567.64 - 37.5 Hr. Monthly Salary

\$8,072.14 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees all nursing services such as patient assessment and needs, quality of care, and overall operation for a state health facility OR Oversees the total nursing services program for special health care needs children in a specific region OR Oversees all nursing programs and processes for multiple state veteran centers to ensure compliance with applicable statutes and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in nursing.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience as a Registered Nurse two years of which must be as a supervisor of nursing in long term care, acute care, or public/community health setting.

Substitute EDUCATION for EXPERIENCE:

A master's degree in nursing will substitute for one year of the non-supervisory experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a Registered Nurse will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a Registered Nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52116> <http://www.kbn.ky.gov/> Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the operation of nursing services for a state-run, long-term care facility ensuring the facility is operated in the appropriate manner. Writes, implements, and monitors policies which dictate resident or inmate care based on federal and state regulations and ensures policies are current to reflect changing regulations and requirements. Interviews and recommends hiring, discipline, promotions, and dismissals. Evaluates resident or inmate care on a daily basis and ensures resident or inmate care needs are met. Responsible for the coordination of resident or inmate care with all departments and the medical providers. Responsible for notifying administrator if expected care needs are not being met. Provides direct care to residents under special circumstances and recommends treatments to the provider. Develops the fiscal year budget request for nursing services. Responsible for proper maintenance of medical equipment, ensuring that medical equipment is in good repair and arranging for replacement of outdated medical equipment. Responsible for policy development, quality assurance monitors, training of staff, and implementation of forms for participation in Medicare and Medicaid Programs. Provides oversight of medical American Correctional Association (ACA) requirements for a department/institution. Provides oversight of contract management of nursing services for a department. Participates in the medical grievance process. May provide supervision to nurse administrative positions located throughout the state. Oversees and coordinates a regional/statewide team of Nurse Program Administrators and other health professionals to provide direct clinical services and indirect case management for children with special health care needs/children with medical complexity. Under the direction of the Executive Director or Deputy Executive Director, oversees the nursing programs and processes in all the veterans nursing homes. Ensures new processes are implemented. Provides oversight and implements corrective actions. Provides direction and oversight to multiple state veterans homes to ensure compliance with all federal, state, agency, and local standards and regulations. Performs executive level assessments of each facility's clinical operations and compliance with the Centers for Medicare and Medicaid Services (CMS). Conducts regular quality assurance audits at each facility and provides recommended actions plans for process improvement.

UNIQUE PHYSICAL REQUIREMENTS:

Typically, work involves considerable walking, stretching, and lifting. Much mobility is required to monitor resident care.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works with patients, residents, or employees who may have been exposed to infectious diseases which requires compliance with safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.