

Connecticut Department of Developmental Services
Quality Job Performance Standards
Nursing Series: RN

<p>Knowledge of Work</p> <p>...This category reflects on how well the nurse knows the job, and incorporates the principles of the DDS Mission into all aspects of work. Consider experience, education, specialized training, and how well the nurse uses these to reach goals and includes: demonstrating knowledge of current nursing practices and procedures, medical record systems, principles of delegation, community resources as applicable, communication, education and training, and the principles of quality assurance initiatives.</p>	
<p>Basic Nursing Principles and Practices</p> <p>Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i>, AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i>, ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i>, DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards and associated Guidelines: 96-1; 96-2; 96-3; 99-1;</p>	<ul style="list-style-type: none"> • Demonstrates knowledge of common health conditions and treatment interventions, especially those prevalent in the MR/DD population (e.g., seizure disorders, Dysphagia, genetic syndromes, psychiatric disorders, etc.) through utilization of the following components of the nursing process: assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation when formulating a health care plan • Demonstrates knowledge and practice of infection control principles <ol style="list-style-type: none"> a. universal precautions b. body fluid precautions c. reportable diseases d. immunizations • Demonstrates knowledge of basic pharmacology principals, medications, and treatment modalities • Demonstrates knowledge of advances in scope of practice and theory • Demonstrates understanding of life stages from birth to death <ol style="list-style-type: none"> a. developmental milestones (extensive knowledge including sensory integration for EI nurses) b. age and gender appropriate health screenings c. relationships and sexuality d. death, dying, bereavement and grieving • Displays knowledge and understanding of team process • Demonstrates knowledge of health promotion/wellness interventions • Demonstrates knowledge and sensitivity to cultural differences and how they apply to the care of the individuals they serve • Demonstrates knowledge of Nurses' Code of Ethics (includes confidentiality, advocacy, etc.) • Demonstrates knowledge of person's rights (e.g. self determination, etc.) • Demonstrates knowledge of family systems theory, especially for those working with children and families
<p>Documentation</p> <p>As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i>, AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i>, DDNA, 1995</p>	<ul style="list-style-type: none"> • Demonstrates ability to write evaluations, assessments, and reports (e.g., compiling historical data, current health information, summaries, interagency documentation, etc.) • Demonstrates knowledge of basic documentation procedures including but not limited to the following: <ol style="list-style-type: none"> a. documentation standards (e.g. uses approved nursing notes' format; signing/dating/timing) b. health care plans c. physician orders (telephone, fax, documentation, transcribing, transferring to pharmacy, etc.) d. administration of medications (charting on MAR/Kardex correctly/legally) e. incident reporting (form 255) f. interagency documentation (W-10s, other) g. as required by DDS Medical Advisories h. informed consent i. record retention • Demonstrates knowledge and use of CAMRIS and other computer skills as appropriate for setting/job • Demonstrates knowledge and use of approved abbreviations • Demonstrates knowledge and proper use of staff logs & internal communication • Demonstrates knowledge of licensing/certification requirements per setting
<p>Delegation</p> <p>As defined in CT</p>	<ul style="list-style-type: none"> • Demonstrates basic knowledge of delegation principles <ol style="list-style-type: none"> a. Nurse Practice Act

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Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> b. CT Board of Nursing Declaratory Ruling April 5, 1995 – Delegation by Licensed Nurses to Unlicensed Assistive Personnel c. DDS Nursing Standard 97-1 Nurse Delegation to Unlicensed Personnel • Demonstrates knowledge of training requirements for nurses and unlicensed staff • Demonstrates knowledge of CT statute and regulations for certification of unlicensed personnel to administer medications as applicable
Coordination of Community Resources	<ul style="list-style-type: none"> • Demonstrates basic knowledge of intra-agency collaboration (within DDS) • Demonstrates knowledge of managed care and entitlements: (e.g. Medicare, Medicaid, HUSKY and other special health care programs for children, private insurance, HMOs) as applicable • Demonstrates knowledge of available support systems including inter and intra-agency collaboration • Demonstrates knowledge of community resources as applicable
Training	<ul style="list-style-type: none"> • Demonstrates knowledge and implementation of basic presentation skills <ul style="list-style-type: none"> a. teaching/adult learning techniques b. ability to translate from professional/medical to understandable format c. ability to break down tasks - ability to do task analysis for purpose of teaching a skill d. ability to identify training needs (individual, family, staff and others) • Demonstrates knowledge of and implements required training
Quality Assurance	<ul style="list-style-type: none"> • Demonstrates understanding of the nurse's role and responsibilities in issues of abuse/neglect • Knowledge and proper implementation of <ul style="list-style-type: none"> a. DDS Medical Advisories (DNR, Autopsies, Advance Directives, HIV, etc.) b. DDS Health Bulletins c. DDS regulations, policies and procedures d. scope of practice (RN, LPN, non-licensed) e. federal and state law including <ul style="list-style-type: none"> - consent decrees - education law where applicable guardianship - guardianship (e.g. nurses responsibility - notification etc.) - informed consent - ICF • Demonstrates knowledge of the legal requirements for disclosure of information to: <ul style="list-style-type: none"> a. IDT b. quality assurance personnel/systems c. families/guardians/next of kin, etc. d. courts e. health providers f. private agencies

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Quantity of Work ...reflects the volume of work including organizing and prioritizing work to meet individual, agency, and IDT needs, completing documentation procedures, completing tasks required for delegation, developing and accessing community resources, providing training and performing quality assurance tasks in a timely fashion	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards and Guidelines: 96-1; 96-2; 96-3; 99-1	<ul style="list-style-type: none"> • Attends IDT meetings and other health care related meetings • Coordinates health care (e.g., specialist, PCMD, Dental, Psych, etc.) • Utilizes all components of the nursing process in the timely completion of assessments, evaluations reports, health care plans, and other reports as required • Administers medication within allotted time frames as required • Utilizes time management techniques in the implementation of nursing process • May, in conjunction with other professionals, act as liaison to parents and families in health care matters • Utilizes a variety of communication techniques in performance of duties
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Completes documentation procedures including nurses notes, health care plans, medication reviews and medication records in a timely fashion • Completes nursing documentation, written assessments, evaluations, reports, etc. (as listed under <i>knowledge of work</i>) in a timely fashion • Uses staff logs & internal communication systems as required
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> • Implements medication certification regulations for unlicensed staff where applicable <ul style="list-style-type: none"> a. completes initial and recertification practicums/test b. completes annual onsite c. monitors staff performance and provides retraining and redirection as necessary • Other nurse delegated tasks <ul style="list-style-type: none"> a. provides training for baseline competency b. provides training for task specific procedures c. provides ongoing monitoring and supervision d. develops and updates delegated task procedures as necessary
Coordination of Community Resources	<ul style="list-style-type: none"> • Accesses community resources where applicable • May access, or assist in accessing, individual's entitlements (Medicare, Medicaid, HUSKY and other special health care programs for children, insurance, etc.) • May assist others in obtaining payment sources for health care and adaptive equipment
Training	<ul style="list-style-type: none"> • Trains assigned staff in health related areas and individual specific health topics Provides instructions to individuals, families, IDT, and others in pertinent areas
Quality Assurance	<ul style="list-style-type: none"> • Participates in DDS and regional quality assurance systems as required (e.g. PRC, DNR, psych med, etc.) • Participates in regional QA systems such as conducting audits, following-up on findings & recommendations, incorporating quality indicators into nursing practices, etc.

Quality of Work

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...is intended to measure how accurately and thoroughly the nurse performs in utilizing the nursing process, nursing documentation, implementing delegation, coordinating community resources, and training and quality assurance activities.

<p>Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i>, AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i>, ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i>, DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards and Guidelines: 96-1; 96-2; 96-3; 99-1</p>	<ul style="list-style-type: none"> • Conducts oneself in a professional manner in all settings • Provides accurate, clear health information to others • Effectively uses team process • Maintains and demonstrates competence in the performance of Basic Nursing Skills • Completes the administration of medication responsibilities competently and accurately as required • Practices infection control procedures consistently • Exercises sound clinical judgment according to established nursing standards • Identifies acute health conditions and seeks timely intervention(s) • Incorporates interventions that promote wellness in health care plans <ul style="list-style-type: none"> a. good hygiene b. optimum nutrition c. exercise, etc. • Develops, evaluates and revises comprehensive health care plan as individual needs change • Meets standards of Nurses' Code of Ethics (includes advocating for individual's rights, confidentiality, etc.) • Communicates in a clear and concise manner using a variety of communication techniques • Promotes effective, cooperative communication between departments, agencies, community health providers, families, etc.
<p>Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i>, AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i>, DDNA, 1995</p>	<ul style="list-style-type: none"> • Completes all documentation procedures (as listed under <i>knowledge</i> above, accurately and comprehensively) • Uses approved abbreviations accurately • Uses staff logs & internal communication systems effectively, accurately, and according to policy
<p>Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1</p>	<ul style="list-style-type: none"> • Demonstrates competence in implementation of delegation responsibilities <ul style="list-style-type: none"> a. verifies baseline competency status and addresses identified needs b. provides comprehensive training (nurses and unlicensed staff) c. provides timely monitoring of staff performance d. demonstrates responsiveness to changing conditions per RN Board Declaratory ruling (e.g. client health status, staff abilities, resources, & other identified issues) • Implements Medication Certification Regulations for Unlicensed Personnel as required <ul style="list-style-type: none"> a. prepares accurate medication reviews b. follows up on identified issues in a timely fashion
<p>Coordination of Community Resources</p>	<ul style="list-style-type: none"> • Establishes and maintains communication with various community health providers for integration of health care • Educates the community about DDS, federal and state law/regulations as required
<p>Training</p>	<ul style="list-style-type: none"> • Identifies training needs for individuals, families, staff, and others • Delivers comprehensive training programs using a variety of training methods • Remains current in mandated training (e.g. CPR, PMT, bloodborne pathogens, etc.)
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • Completes all elements of DDS and regional quality assurance systems, as assigned, in accurate manner • Participates in all appropriate DDS processes as required, e.g. DNR, PRC, incident report review, medication administration supervision, etc. • Recognizes and responds to substandard practices (e.g., infection control, med. cert.,

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	<p>abuse/neglect, etc.)</p> <ul style="list-style-type: none">• Initiates reviews of DDS quality assurance processes (e.g. DNR, PRC, etc.)• Identifies and resolves health related discrepancies with others (e.g., MD orders, PT/OT recommendations, etc.)
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Ability to Learn New Duties ...is defined as how well the nurse grasps new information and routines. Consider also the amount of time needed to learn and ability to retain knowledge.	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards and Guidelines: 96-1; 96-2; 96-3; 99-1	<ul style="list-style-type: none"> • Participates in continuing education and incorporates new techniques and knowledge into nursing practice (e.g., new drugs, diagnoses, treatment modalities, etc.)
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Adapts to changes in approved documentation methods • Learns and uses new technology skills, tools for documentation, and practices that enhance communication (e.g. computers, CAMRIS, other) as appropriate for the setting/job
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	
Coordination of Community Resources	<ul style="list-style-type: none"> • Learns and uses new benefit requirements as required
Training	<ul style="list-style-type: none"> • Learns and incorporates new learning/teaching techniques
Quality Assurance	<ul style="list-style-type: none"> • Learns and applies new processes for DDS and regional QA systems • Responds to changing organizational structures

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Initiative ...means how well the nurse goes beyond the basic job responsibilities to perform added duties and his/her tendency to contribute, develop, and/or carry out new ideas or methods.	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards 96-1; 96-2	<ul style="list-style-type: none"> • Participates in opportunities to expand knowledge of changes and advances in nursing practice and treatment modalities • Acquires information and training in methods/service systems, etc. that promotes individuals' competencies and independence • Demonstrates creativity in response to individual health needs including pursuing opportunities to expand knowledge of differing cultures, and incorporates into nursing practice • Promotes the integration of the individuals into community settings through creative problem solving
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Identifies areas for improvement and makes recommendations (e.g., flow sheets, data sheets, etc.)
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> • Identifies new opportunities for delegation, makes recommendations to supervisor, and assists in implementation
Coordination of Community Resources	<ul style="list-style-type: none"> • Identifies potential community resources as applicable
Training	<ul style="list-style-type: none"> • Identifies and initiates enhanced training for individuals, families, staff and others • Assists with the development of new curricula • Pursues new and innovative teaching methods • Seeks out opportunities to lead and educate other team members • Researches new information and communicates to others
Quality Assurance	<ul style="list-style-type: none"> • Pursues clarification of issues as appropriate • Seeks out information regarding emerging trends, quality initiatives, etc. and proposes ways to incorporate into practice

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Cooperation ...refers to how well the nurse works with others as a team member, helps out when needed, maintains positive working relationships and communicates all relevant information with coworkers & supervisors, supports others, and adheres to agency policies.	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards 96-1; 96-2	<ul style="list-style-type: none"> • Develops and implements health care plan in conjunction with individual, family, IDT and others <ul style="list-style-type: none"> a. uses active listening skills when soliciting feedback from others b. solicits and promotes individual choice c. incorporates individual/IDT feedback into the nursing process d. facilitates the incorporation of health care plan into the individual's daily life • Demonstrates flexibility in regard to individual, staff, IDT and agency needs • Demonstrates ability to lead, interact and educate others (e.g. scheduling, facilitating meetings, providing information, etc.) • Responds to questions and requests for information
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Responds to requests for information, reports, summaries, etc.
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> • Communicates rationale for delegation decisions including initial determination (to delegate or not) and changes in the decision per nursing delegation standard • In community setting, communicates with community based health agencies (VNAs, etc.) to ensure compliance with DDS nursing delegation standard • Responds to program/staffing needs in regard to delegation • Works effectively with residential/day supervisors in the implementation and monitoring of staff performance of delegated task(s), and medication administration
Coordination of Community Resources	<ul style="list-style-type: none"> • Maintains cooperative relationships with community health providers in coordinating health care
Training	<ul style="list-style-type: none"> • Works with team members or other nursing staff in training initiatives
Quality Assurance	<ul style="list-style-type: none"> • Assists/facilitates/works with others in responding to QA issues (e.g. compliance with medical and legal standards, regulations/licensing, QA processes, etc.)

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Judgment ...means how well the nurse makes decisions and uses sound clinical judgment in health care planning, documentation, delegation, etc., and communicates effectively.	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards and Guidelines: 96-1; 96-2; 96-3; 99-1	<ul style="list-style-type: none"> • Prioritizes and uses sound clinical judgment based on established standards of nursing practice when making decisions in developing and implementing the health care plan • Makes decisions in the application and implementation of: <ul style="list-style-type: none"> a. DDS Medical Advisories (DNR, autopsies, adv. directives, HIV, etc.) b. DDS Health Bulletins c. federal and state law (e.g., guardianship, informed consent, etc.), DDS regulations, policies and procedures; and consent decrees d. scope of practice (RN, LPN, non-licensed) • Considers the following when planning & implementing health care goals <ul style="list-style-type: none"> a. risk vs. benefit b. individual's choice and IDT recommendations b. boundaries of the setting • Assists the individual in making informed decisions
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Completes documentation that is factual, objective, concise, pertinent, and is consistent with current nursing practice standards
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> • Demonstrates ability to make decisions based on sound clinical practice regarding whether a task can or cannot be delegated based on <ul style="list-style-type: none"> a. the nursing task/procedure b. staff capability c. client acuity b. resources • In community settings, coordinates and integrates delegation processes used by community nurses, with DDS requirements
Coordination of Community Resources	<ul style="list-style-type: none"> • Monitors and evaluates community services/providers, and reports and makes recommendations to supervisor • Recognizes and responds to substandard practices and takes steps to intervene as needed
Training	<ul style="list-style-type: none"> • Demonstrates discretion and discernment (judicious reasoning) in responding to issues presented by training participants • Identifies the need for education/training (individuals, staff, others) and takes action accordingly
Quality Assurance	<ul style="list-style-type: none"> • Incorporates quality indicators into existing nursing practice • Uses sound clinical practice regarding: Who, What, Where, When, and How to communicate information • Keeps supervisor informed • Communicates personal limits and seeks assistance as needed

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Lead/Head Nurse Duties As a head nurse, may assist nursing staff to perform the above, may directly supervise LPNs and: lead by example, assess staff ability; monitor performance, communicate with staff and supervisor as needed; provide immediate and ongoing feedback; demonstrate good writing skills; uphold all regulations, policies, and procedures; and/or may assume responsibilities for nursing services for a unit or units on a shift in a residential setting, including coordinating effective and efficient use of nursing resources in programs.	
Basic Nursing Principles and Practices Based on standards defined in <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR and ANA, 1998; <i>Code for Nurses with Interpretive Statements</i> , ANA, 1985; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards 96-1; 96-2	<ul style="list-style-type: none"> • Evaluates the use of nursing process by other licensed staff within their scope of practice • Provides immediate feedback on nursing process issues • Mentors and evaluates nurses in performance of skills in conjunction with RN supervisor • Exercises sound clinical judgment based on accepted nursing standards, in evaluating nursing performance • Acts as resource for staff and others regarding clinical course of treatment for specific care issues, medical/legal decisions, etc. • Assesses nursing decisions (clinical, communication, administrative, etc.) of assigned staff and redirects as needed • Demonstrates knowledge of scope and boundaries of supervisory responsibilities • Demonstrates ability to communicate in a manner that provides leadership and direction • May evaluate LPNs in their performance and implements corrective actions in conjunction with supervisor
Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; <i>Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation</i> , AAMR & ANA, 1998; <i>Standards of Developmental Disability Nursing Practice</i> , DDNA, 1995	<ul style="list-style-type: none"> • Conducts audits, refers to RN supervisor and may implement corrective actions in conjunction with RN supervisor
Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1	<ul style="list-style-type: none"> • Provides oversight of medication administration (where applicable) and nursing delegated tasks and procedures • May make day to day decisions regarding appropriate levels of nursing staff in program areas per individual needs
Training	<ul style="list-style-type: none"> • Assists in monitoring and ensuring compliance with mandated training • May identify and organize training opportunities in conjunction with supervisor/health service director • May assist supervisor in ensuring that nursing, health/DDS policies and procedures, etc. are conveyed to assigned staff.
Quality Assurance	<ul style="list-style-type: none"> • Participates in local quality assurance programs for region/STS • May provide assistance in the monitoring of quality initiatives • Ensures adherence to law, regulation, policies and procedures • Assists in developing nursing policies and procedures

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Supervisory Ability

...should be used only to rate employees who are actually supervising other employees.

This category measures how effective a supervisor is, the degree to which the person follows departmental, personnel, and affirmative action policies; how effective the supervisor is in dealing with employees, and how productive the work unit is (as appropriate).

As a nursing supervisor, assists nursing staff to perform the above and: lead by example, assesses staff ability; monitor performance and coaches for improvement; ensures that nursing/health/DDS policies, procedures, regulation, etc. are conveyed to assigned staff communicates effectively with staff, IDT, family, community providers, and supervisor as needed; provides immediate and ongoing feedback; acknowledges and rewards staff initiatives in performance; demonstrates good writing skills; and provides direction and leadership through communicating expectations to staff, identifying individual and group goals to improve performance and to problem solve and make decisions; supports and encourages career development opportunities; assists health service/nursing director develop and implement nursing policies and procedures;; coordinates effective and efficient use of nursing resources in programs; maintains and promotes professionalism at all times.

Basic Nursing Principles and Practices

Based on standards defined in *Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation*, AAMR and ANA, 1998; *Code for Nurses with Interpretive Statements*, ANA, 1985; *Standards of Developmental Disability Nursing Practice*, DDNA, 1995; CT Nurse Practice Act, CGS Chapter 378; DDS Nursing Standards 96-1; 96-2

- Evaluates the use of nursing process within the scope of nursing practice
- Addresses the quality of assessments, planning and implementation (e.g., coaching, mentoring, training, counseling, etc.)
- Evaluates nurses' performance and implements corrective actions
 - a. demonstrates ability to clinically supervise LPNs and RNs
 - b. demonstrates ability to clinically supervise unlicensed staff in medication certification & delegated tasks
- Exercises sound clinical judgment, based on accepted nursing standards, in evaluating nursing performance
- Evaluates staff in knowledge and application of law, regulations, and policies

Documentation

As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures; *Statement on the Scope and Standards for the Nurse who Specializes in Developmental Disabilities and/or Mental Retardation*, AAMR & ANA, 1998; *Standards of Developmental Disability Nursing Practice*, DDNA, 1995

- Evaluates staff in adherence to professional and DDS standards
- Conducts audits and implements corrective actions
- Maintains supervisory files
- Develops and implements systems to document all performance evaluation processes (e.g., track med errors, IDT participation, etc.) in conjunction with health service director/administrative supervisors

Delegation

As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1

- Monitors the implementation of nursing delegation process in conjunction with the health service directors
 - a. ensures that required training is completed
 - b. reviews delegation decisions as necessary (including decisions not to delegate)
 - c. develops procedures for delegated tasks
- Coordinates nursing delegation process with Res/Day supervisors
- Identifies appropriate level of nursing staff needed for the program/service/special projects and makes recommendations to administration (HSD, Res/Day Mgmt. etc.)

Coordination of Community Resources

- Assists with reviews and assessments of contracted health professionals
- Identifies community resources and develops relationships to expand resources
- Acts as liaison between DDS and community health agencies/providers
- Develops systems to effectively coordinate care through the use of community resources in conjunction with health service directors

Training

- Monitors and ensures compliance with mandated training
- Identifies and organizes training opportunities
- Assists with coordinating health training for staff (licensed, non-licensed), families,

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	individuals, etc.
Quality Assurance	<ul style="list-style-type: none">• Develops and implements local QA systems in conjunction with health service director• Monitors nursing QA activities• Compiles and analyzes data and makes recommendations• Coordinates responses to address statewide QA concerns as assigned• Implements systems for monitoring and implementing corrective actions• Encourages initiative in learning and using new technology