

**CASE MANAGEMENT NURSE (DOC)**

**Duties and Responsibilities**

This class of positions encompasses professional work of varying degrees of difficulty and responsibility in the implementation of a case-management system for the medical and therapeutic care of impaired members of the department. There are two assignment levels within this class of positions. All personnel perform related work.

**Assignment Level I**

Under general supervision, implements a comprehensive case-management system; collaborates with and is accountable to a physician for health and medical status assessment and in planning and implementing the medical regimen of selected members within established protocols; is responsible for following-up and managing the care and therapy of each case in an assigned portion of the clinic's long-term caseload.

**Examples of Typical Tasks**

Consults with private physician of member and conducts in-depth interviews with member in order to evaluate treatment plans; follows-up with hospitals where members have been admitted for emergency care, surgery, etc. in order to have high positive impact on timely yet medically sound decisions on restoring members to duty.

Screens and treats the more simple cases under the guidance of criteria established by the supervisor.

Participates in case-critiquing sessions with other members of the medical staff.

CASE MANAGEMENT NURSE (DOC) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Institutes and maintains long-term record-keeping, grouping cases by cause and typology and cross-indexing them by treatment plan and ultimate recovery time, in order to arrive at a standardized evaluation and treatment plan for medical incidents which occur frequently in a correctional facility.

Provides information and counsels and guides members and families relating to health care and maintenance.

Assignment Level II

Under general supervision performs the duties described in Assignment Level I. In addition, performs tasks such as the following:

Examples of Typical Tasks

Supervises the implementation of a comprehensive system of case-management; the planning and implementation of the medical regimen of members within established protocols and the follow-up and management of the care and therapy of each assigned case.

Plans for and supervises the screening and treatment of members under criteria established by management staff; advises Case Management Nurses concerning treatment plans that have been formulated for the care of members: assesses and monitors the medical condition and quality of care of members on medical leave.

**CASE MANAGEMENT NURSE (DOC)** (continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

Establishes and -maintains work schedules and supervisee work activities of nursing and other subordinate Staff; ensures nurses meet highest professional standards in working with medical staff, uniformed members and civilian staff; plans additional education and training for nurses.

**Qualification Requirements**

1. A valid New York State license as a Registered Nurse, plus a baccalaureate degree in nursing from an accredited college, and three years of clinical nursing experience; or
2. Education and/or experience equivalent to "1" above, however all candidates must have a valid New York State license as a Registered Nurse.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class