

# Position Classification Standard for Nurse Series, GS-0610

## TABLE OF CONTENTS

<b>SERIES DEFINITION.....</b>	<b>2</b>
<b>COVERAGE.....</b>	<b>2</b>
<b>DISTINCTIONS FROM RELATED FIELDS OF WORK.....</b>	<b>2</b>
<b>OCCUPATIONAL ANALYSIS.....</b>	<b>3</b>
<b>SPECIALIZATIONS AND TITLES.....</b>	<b>5</b>
<b>GRADING OF POSITIONS.....</b>	<b>10</b>
<b>FACTOR LEVEL DESCRIPTIONS.....</b>	<b>11</b>
<b>FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION.....</b>	<b>11</b>
<b>FACTOR 2, SUPERVISORY CONTROLS.....</b>	<b>13</b>
<b>FACTOR 3, GUIDELINES.....</b>	<b>15</b>
<b>FACTOR 4, COMPLEXITY.....</b>	<b>17</b>
<b>FACTOR 5, SCOPE AND EFFECT.....</b>	<b>20</b>
<b>FACTOR 6, PERSONAL CONTACTS.....</b>	<b>21</b>
<b>FACTOR 7, PURPOSE OF CONTACTS.....</b>	<b>22</b>
<b>FACTOR 8, PHYSICAL DEMANDS.....</b>	<b>23</b>
<b>FACTOR 9, WORK ENVIRONMENT.....</b>	<b>24</b>
<b>OPM BENCHMARK DESCRIPTIONS.....</b>	<b>25</b>
<b>NURSE, GS-0610-04, BMK # 1.....</b>	<b>25</b>
<b>NURSE, GS-0610-05, BMK # 1.....</b>	<b>27</b>
<b>NURSE, GS-0610-07, BMK # 1.....</b>	<b>28</b>
<b>NURSE, GS-0610-07, BMK # 2.....</b>	<b>30</b>
<b>CLINICAL NURSE, GS-0610-09, BMK # 1.....</b>	<b>32</b>
<b>CLINICAL NURSE, GS-0610-09, BMK # 2.....</b>	<b>34</b>
<b>CLINICAL NURSE, GS-0610-09, BMK # 3.....</b>	<b>36</b>
<b>OCCUPATIONAL HEALTH NURSE, GS-0610-09, BMK # 4.....</b>	<b>38</b>
<b>PSYCHIATRIC NURSE, GS-0610-09, BMK # 5.....</b>	<b>40</b>
<b>OPERATING ROOM NURSE, GS-0610-09, BMK # 6.....</b>	<b>42</b>
<b>COMMUNITY HEALTH NURSE, GS-0610-09, BMK # 7.....</b>	<b>44</b>
<b>NURSE PRACTITIONER, GS-0610-11, BMK # 1.....</b>	<b>46</b>
<b>NURSE SPECIALIST, GS-0610-11, BMK # 2.....</b>	<b>49</b>
<b>NURSE SPECIALIST, GS-0610-11, BMK # 3.....</b>	<b>51</b>
<b>NURSE MIDWIFE, GS-0610-11, BMK # 4.....</b>	<b>53</b>
<b>NURSE ANESTHETIST, GS-0610-11, BMK # 5.....</b>	<b>55</b>
<b>NURSE PRACTITIONER, GS-0610-12, BMK # 1.....</b>	<b>57</b>

## SERIES DEFINITION

This series includes positions that require a professional knowledge of nursing. Positions involve providing care to patients in hospitals, clinics, occupational health units, homes, schools and communities; administering anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; promoting better health practices; teaching; performing research in one or more phases of the field of nursing; or consulting and advising nurses who provide direct care to patients.

This standard cancels and supersedes the classification standard for the Nurse Anesthetist Series, GS-0605, issued in June 1965; the classification standard for the Nurse Series, GS-0610, issued in June 1968 and revised in December 1969; and the classification standard for the Public Health Nurse Series, GS-0615, issued in November 1969.

## COVERAGE

This series includes all positions for which a professional knowledge of nursing and registration to practice as a professional nurse are the basic requirements. These positions were formerly included in the Nurse Anesthetist Series, GS-0605; the Nurse Series, GS-0610; and the Public Health Nurse Series, GS-0615. All positions above the training levels require the application of specialized knowledge gained through advanced education or experience or both. For example, the nurse anesthetist, the community health nurse, and the nurse specialist each must learn and apply specialized knowledge, skills, and abilities. But all professional nurse positions require the same basic qualifications as a foundation upon which specialized knowledge are built. Thus, since all those classes of positions share the same basic requirement, all are included in this series.

## DISTINCTIONS FROM RELATED FIELDS OF WORK

1. *Distinguishing Positions in the Nurse Series, GS-0610, from Positions in the [Nursing Assistant Series, GS-0621](#).*

Nursing positions require (a) a knowledge of diversified professional nursing concepts and practices gained through the completion of a professional nursing education program and through supplementary education and experience, and (b) the ability to apply such knowledge with judgment and perception.

Positions in the Nursing Assistant Series, although frequently similar to nurse positions in the kinds of tasks performed, do not require the application of professional knowledge of nursing concepts and practices. These positions apply a practical knowledge of nursing procedures and techniques.

Distinctions in terms of specific procedures performed, equipment operated, and observations made do not consistently differentiate between positions in the two categories. It is the nature of knowledge and abilities applied by the nurse that is the significant differentiating element in the intrinsic character of professional nursing duties. The nurse is responsible for assessing the needs of patients, and for assigning appropriate functions to nursing assistants, licensed practical nurses and other similar positions.

2. *Distinguishing Positions in the Nurse Series, GS-0610 from Positions in the [Physician's Assistant Series, GS-0603](#).*

Nurses are required to possess and apply a professional knowledge of nursing. The nurse practitioners are primarily nurses who have increased their professional nursing knowledge, skills, and abilities through organized programs and have absorbed or been assigned primarily health care responsibilities beyond those traditionally considered nursing.

Physician's Assistants are not required to possess and apply a professional knowledge of nursing. They are required to possess a broad background of medical knowledge and skills and are further trained in the performance of specific tasks, some of which are very similar to those performed by nurses, but which do not require a professional knowledge of nursing.

## **OCCUPATIONAL ANALYSIS**

Nursing is primarily assisting the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to a peaceful death) that would be performed unaided if the patient had the necessary strength, will, or knowledge. It is likewise the unique contribution of nursing to help the individual to be independent of such assistance as soon as possible.

The nurse deliberately assesses the client's health problems, determines his or her role in coping with these problems, sets a plan of action which the nurse is responsible for implementing, and then determines whether the prescribed methods did indeed affect a satisfactory resolution.

The development of a scientific nursing practice necessitates the use of the scientific method. The nurse identifies actual and potential health problems; diagnoses and treats human response to physical and emotional health problems through such services as case finding, management of health problems, health counseling and teaching; provides care supportive to, or restorative of life and well-being; and assists the patient to comply with a medical regimen prescribed by a licensed physician or dentist.

As members of an independent health profession, nurses collaborate with physicians and others of the health professions to provide health care and improve the quality of life, to prevent disease, and promote physical and mental health.

The ability to assess, in any setting, the nursing needs of patients (and their families) is the hallmark of professional nursing. The development of a nursing care plan calls for the

application of independent judgment as to which professional procedures will best serve the nursing needs of particular individuals or groups. This judgment takes into account information about the patient as an individual, the medical condition, and relevant data on background that is available in medical records.

This process necessarily includes an evaluation of the kind of physical care needed; dietary needs; emotional problems exhibited; the patient's abilities in such self-care activities as walking, bathing, dressing, feeding, and care of dressings, braces, etc.; the need of the patient or the family for social services, etc.; as well as calling to the attention of the physician any conditions requiring medical attention other than those under treatment, such as vision or hearing problems, the need for dental care, etc. The nurse must recognize and make specific recommendations to the physician for the alleviation of the patients problems dealing with personal care, activities of daily living, and other health related needs.

There is a wide range of possibilities in the ways in which responsibility for planning and responsibility for providing nursing care can be organized and assigned. The responsibility for "planning patient care" may be segmented in countless ways among the staff of the hospital. It is difficult to identify any nurse or nursing assistant position that is completely without some element of responsibility in planning patient care. Certainly every employee associated with a patient observes the patient, makes a judgment concerning the observations, and acts or recommends action based on judgment. This is, loosely speaking, a part of planning patient care. At the other extreme, the director of a nursing service for a hospital plans the care for patients in every policy decision made that relates to nursing care procedures. Within such a broad framework the whole nursing service is concerned with planning patient care.

Responsibilities and skill demands of the highly demanding type are not present in all nursing assignments. Such competence must be acquired through periods of learning and practice under the supervision and guidance of professional nurses. These developmental and confidence building periods, although seldom identified as such by management officials, are basic to the concept underlying the structure of nursing positions described in this standard. The nature of these developmental periods varies according to the nature of the assignment and the education, experience, and ability of the nurse. Each such period, however, is characterized by greater or more specific supervisory guidance, which may take the form of pre-checking patient care plans, regular and frequent review of work performed, periodic discussions of the particular nursing procedures and principles involved, etc. Developmental activities may be seen in the following activities: studying the specialized nursing care required; learning to deal effectively with personal contacts with patients and their families; and gaining knowledge of and experience in working with members of other disciplines (e.g., social workers, psychologists, occupational therapists, etc.) and health and welfare agencies in the public sector.

Nurse positions at every level may include both full performance of duties and also the learning of more advanced, difficult, and responsible procedures or care for patients with conditions requiring greater specialized nursing knowledge. This stems from the fact that nurses traditionally undergo continuing training to gain higher level skills in the immediate assignment area, to learn new skills in other areas, to become able to bear additional responsibilities as necessary, and to learn newly developed nursing processes and techniques.

## SPECIALIZATIONS AND TITLES

The following are the official class titles for positions in this series. Although no further subject matter identifications have been used as part of the official title, agencies may use titles of a more specific nature for organizational, public relations, or other purposes (e.g., Clinical Nurse Specialist, Family Nurse Practitioner or Pediatric Nurse).

### *Nurse*

This title covers positions at grades GS-7 and below. This title also covers positions at higher grade levels involving work not more appropriately covered under one of the other titles in this standard.

*Clinical Nurse* (See [Digest 10](#) for distinctions between clinical nurse and nurse specialist)

This title covers positions above grade GS-7 involving performance of direct nursing service (except psychiatric or operating room) to patients in hospitals, clinics, outpatient clinics and emergency rooms. This includes assignments to specific areas (e.g., obstetrics, pediatrics, orthopedics, etc.), or assignments of a more general nature involving more than one area. This title also covers positions that involve a combination of clinical with psychiatric or operating room nursing service when neither is predominant.

### *Community Health Nurse*

This title covers (a) positions above grade GS-7 involving direct community health nursing services to patients in homes and schools and (b) related positions not involving as a primary duty teaching, research, or consultation. A few positions involve coordination of information and services given in the homes with those in hospitals and clinics, and vice versa.

The primary role of the community health nurse is that of health advisor and provider of nursing services to individuals, families and members of groups and organizations throughout a rural or urban area. The community health nurse is a key member of the health team, providing the continuity and coordination essential in the delivery of health services at the grass roots of the community.

The community health nurse assesses the health needs of individuals, families, and the community served. In making this assessment, the community health nurse takes into account the total situation in the family, the home, and in the community environment including such considerations as:

- educational level,
- income level,
- sanitary practices and hygiene conditions,
- psychological adjustment,
- resources available.

The nurse interviews and observes the patient, family members, and others, observes the environment, studies the medical diagnosis and treatment plan when one has been made; and interpret tests previously administered. The nurse evaluates these factors as they relate to each other, to the patient, to the family, and to the community. Such assessments often identify health problems in addition to the one being treated, or social or environmental problems. To identify nursing service needs the nurse takes into account the result of individual, family, and group assessments, and also takes into account the broader considerations such as:

- location and availability of services at health clinics, nursing homes, and hospitals;
- number and quality of public services available (e.g., ambulance, fire, sanitation, etc.);
- character of population (number of children, number of elderly people).

In making assessment, the community health nurse is responsible for recognizing symptoms that indicate the early stages of serious physical, emotional, or mental problems and other needs for medical care of all family members, for recording the details of such cases, and for referring them for medical follow up. The nurse is responsible for helping the patient and/or family understand the need for medical attention and treatment and for motivating them to accept referral. An example of such problems is handicapped conditions in children including defects from injuries and burns, emotional handicaps, deviations from normal growth and development. After establishing the plan for care, the community health nurse provides a variety of nursing services. Such services include administering treatments and medications; directing rehabilitative activities; and counseling and teaching in relation to the patient's condition and his ability to care for himself. The nurse may either provide these services directly or supervise others who provide them.

Teaching and counseling duties are important aspects of home visits. The community health nurse frequently serves as the health advisor to the family. The nurse usually has more contact with the family in its home than any other health team member and, consequently, the family looks to the nurse for advice and help on health matters. The nurse provides to individuals and families various literature dealing with subjects related to the particular health problem involved.

In addition to home visiting work, community health nurses typically provide nursing services to pupils in elementary or secondary schools located within the geographic bounds of their assignment, and they also perform a range of duties in health clinics.

### *Occupational Health Nurse*

This title covers positions above grade GS-7 concerned with providing nursing and health services to employees in relation to their occupations and working environments. This entails both the nursing care and treatment of injuries and illnesses of employees, and participation in programs of immunization, health screening, and health counseling.

Assignments of occupational health nurses differ widely depending on the intensity and scope of the program; the division of assignments among nursing staff members; the role of the nurse in the initiation, development and implementation of employee health programs; and the nature

and level of program responsibility assigned. Moreover, there are differences among occupational health nurse positions in the degree of counseling, guidance and health teaching initiated and maintained by the nurse.

In some employee health programs, the occupational health nurse works in response to the immediate needs of employees, independently of the personnel, safety, and building management functions. In some, the occupational health nurse works with personnel, safety and building management officials to initiate positive steps in developing and maintaining a full range of employee health programs.

Occupational health nurses receive program and policy direction relative to the type and scheduling of health screening programs, and procedural instructions for administrative and record keeping matters. Beyond this, the nurse may establish additional aspects of the employee health program. The extent to which a nurse exercises such initiative depends upon the nature of the organization, the kinds and levels of program direction involved, the relationship between the nurse and the physician located in the health service, and the skill of the nurse in establishing effective personal work relationships with employees and officials of the building management, safety, and personnel functions.

The occupational health nurse is qualified to practice in any occupational setting, regardless of the particular type and nature of the work activities serviced. Statistically, the general office is one of the most hazardous work sites in the Federal Government, according to the Public Health Service. The prevalence of accidents, and severity of illnesses, is as great at office locations as they are anywhere else. Industrial establishments usually have very well-organized safety and industrial hygiene programs to control accidents. The population characteristics of the workforce at industrial sites are different from those in the general office environment. Heart attacks and other conditions which are the most common life threatening emergencies are less frequent at industrial sites. Therefore, this standard does not differentiate with respect to grade levels on the basis of the nature of industrial or other work activities serviced.

### *Operating Room Nurse*

This title covers positions above grade GS-7 in an operating room requiring specialized knowledge and skills related to the nursing services during surgical operations. The needs of the patient are the basic concern of the operating room nurse in determining the nursing care to provide. The difficulty of work that the nurse performs to provide for the patient's needs is related to the extensiveness, complexity, and duration of the surgical procedures encountered. These elements complicate preparation of surgery by increasing the number and type of personnel, surgical instruments, equipment, sterilization techniques, prosthetic devices and the like that the nurses consider in planning for surgery.

Patterns of hospital organization and management practices in using operating room nurses influence the degree to which planning is found in individual jobs. The operating room nurse is responsible for preparing the operating room and all necessary equipment, scheduling facilities and personnel, counseling patients, and providing continuity of nursing care for the patient from the pre-operative to the recovery room stage.

### *Psychiatric Nurse*

This title covers positions above grade GS-7 involving direct nursing service to patients in psychiatric hospitals, psychiatric units in general medical and surgical hospitals or mental health clinics. This work requires specialized knowledge and skills in nursing care which contribute to the redirection of behavior of psychiatric patients.

### *Nurse Anesthetist*

This title covers positions above grade GS-7 that involve the administration of anesthetic agents and supportive treatment of patients undergoing surgery or other medical procedures. In addition to the basic professional knowledge, skills, and abilities required of all nurses, the nurse anesthetist must possess and apply professional training and experience in anesthesia. This includes both formalized training and professional experience in anesthesia work. The knowledge of anesthetic techniques and the techniques of managing the anesthetized patients undergoing various kinds of surgery distinguish these from other nurse positions.

In many cases these positions are organizationally separate from other nursing services and are supervised by a physician.

### *Nurse Consultant*

This title covers a variety of kinds of staff positions not primarily involving direct patient care. This includes nursing positions concerned entirely or primarily with giving consultative and advisory service with respect to one or more of the facets of the nursing field.

### *Nurse Educator*

This title covers positions entirely or primarily concerned with training or teaching.

### *Nurse Midwife*

This title covers positions above grade GS-7 that involve management and care of mothers and babies throughout the maternity cycle provided patient conditions meet medically determined criteria for what is normal.

The nurse midwife is a Registered Nurse who, by virtue of added knowledge and skill gained through an organized program of study and clinical experience recognized by the American College of Nurse Midwives, has extended the limits of practice into the area of management of care of mothers and babies throughout the maternity cycle so long as progress meets criteria accepted as normal. Education prepares the nurse midwife to recognize deviations from the normal at a time when medical care can be instituted to safeguard the well-being of the mother and her baby. The nurse midwife cares for the mother during pregnancy and stays with her in labor, providing continuous physical and emotional support.

The nurse midwife evaluates progress and manages the labor and delivery, always watchful for signs requiring medical attention; and evaluates and provides immediate care of the newborn.

The nurse midwife characteristically functions within the framework of a medically directed health service. A nurse midwifery service may exist solely for the benefit of childbearing women and their babies, or may also provide the educational setting for the preparation of nurse midwives.

In an institutional setting, the nurse midwifery service is typically located within the obstetric department or another medical department rather than in the nursing service, due to the need for medical direction.

Some positions also involve providing maternal and child health care services to patients and their families in the home. They also may involve promoting better health practices in the community and participating in the training of health aides.

### *Nurse Practitioner*

This title covers positions in a variety of specialties above grade GS-7 typically requiring an advanced level of competence in nursing in providing primary health care. These positions provide direct comprehensive nursing, preventive, and therapeutic health care service to individuals, families or groups. This includes assessment, treatment, counseling, guidance and instruction. These services are provided in homes, clinics, offices, schools, hospitals and community settings. These positions function at an expanded level of responsibility by combining services of the professional nurse and the physician within the framework of mutually established medical guidelines. These positions are involved in primary care which is the care of patients/clients at the point of contact with the health care service or the continued care of ambulatory patients/clients.

### *Nurse Specialist* (See [Digest 10](#) for distinctions between clinical nurse and nurse specialist)

This title covers a variety of positions above grade GS-7 typically requiring an advanced level of competence in nursing and involving primarily functions, in addition to direct nursing care, such as quality assurance or developing innovative nursing techniques, practices, and approaches.

### *Research Nurse*

This title covers positions concerned primarily with research directed toward development of new or fuller knowledge of the field of nursing.

### *Supervisory Positions*

Positions that involve supervisory duties and responsibilities as defined in the [General Schedule Supervisory Guide](#) should have the prefix Supervisory added to the appropriate nonsupervisory title.

## **GRADING OF POSITIONS**

Positions should be evaluated on a factor by factor basis, using one or more of the comparable Office of Personnel Management benchmarks or factor descriptions, or both, for the Nurse Series. Only the designated point values may be used. More complete instructions for evaluating positions are contained in the [Introduction to the Position Classification Standards](#).

This standard includes benchmarks for nonsupervisory positions GS-4 through GS-12. The absence of benchmarks for higher grades does not preclude classifying to a higher grade those positions which clearly exceed the GS-12 level when evaluated on a factor by factor basis. Sound application of the principles governing the factor evaluation system should be used in classifying such positions.

Similarly, the absence of benchmarks for the even numbered grades GS-6, 8, and 10 does not preclude the classification of positions at those levels.

The benchmarks are intended to represent typical nursing positions in functions not covered by a separate grade evaluation guide. It would not be possible to cover all types of work at all grade levels. Therefore, it should be emphasized that the absence of a benchmark for a particular specialty at a particular grade level does not mean that positions cannot be graded at that level. For example, there is no clear, occupation-wide pattern of assignments for Occupational Health Nurses above the GS-9 level, and therefore there is no benchmark for that specialty above that level. The absence of such a benchmark does not preclude the classification of positions in that specialty to a higher grade when the duties assigned to a given position equate to higher factor levels than the duties shown in the GS-9 benchmark. In such cases, the grade level determinations must be based on comparison of the positions with the factor level descriptions in the standard. Similarly, the presence of a benchmark for a particular specialty does not mean that other positions in that specialty should be graded at that level when the positions are not sufficiently similar to provide a match for classification purposes.

Supervisory positions that fully meet the "minimum level of supervisory responsibility" defined in the [General Schedule Supervisory Guide](#), should be evaluated through application of that Guide.

Nursing positions involving work covered by a grade-evaluation guide, such as those in research or education, should be evaluated by application of the [Research Grade Evaluation Guide](#) or other appropriate guide.

### GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
4	655-850
5	855-1100
6	1105-1350
7	1355-1600
8	1605-1850
9	1855-2100
10	2105-2350
11	2355-2750
12	2755-3150
13	3155-3600
14	3605-4050
15	4055-up

## FACTOR LEVEL DESCRIPTIONS

### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of information or facts which the nurse must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply those knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

#### *Level 1-4 -- 550 points*

A knowledge of nursing comparable to that acquired through completion of a two year college level program in nursing. Nurses at this level typically receive training to increase knowledge of the concepts, principles and practices of professional nursing to a level comparable to that gained through completion of either the 3 year diploma or 4 year baccalaureate program.

*Level 1-5 -- 750 points*

A basic knowledge of professional nursing concepts, principles and practices comparable to that acquired in the 3 year diploma or 4 year baccalaureate program. Positions at this level require performance of professional assignments that involve primarily routine nursing care and the development of knowledge and skills to support the basic preparation in professional nursing.

*Level 1-6 -- 950 points*

Professional skills and knowledge of established concepts, principles and practices to perform professional nursing assignments of moderate difficulty requiring training equivalent to an educational program leading to a bachelor's degree and additional training or experience in assessing the conditions of patients, in providing nursing care, and in advising on health care needs, all with full consideration of mental, emotional, cultural, social and physical factors.

**Illustrations:**

- Operating room nurses who apply professional knowledge of nursing and additional knowledge of instruments, sterile techniques and surgical procedures in planning and providing nursing care either to patients undergoing less complex surgical procedures such as appendectomies or to patients undergoing complex surgical procedures such as thoracic surgery, or to both kinds of patients.
- Psychiatric nurses who care for, motivate and redirect the behavior of patients with any of a variety of mental disorders either in mental hospitals or psychiatric wards of medical centers.
- Clinical nurses in general and surgical wards, out-patient departments or intensive care units for cardiac, pediatric, post operative, or respiratory patients who apply the full range of established professional nursing knowledge, skills and abilities applicable to the work and who have considerable additional experience or training.
- Occupational health nurses who treat employees and counsel them on physical and emotional health problems requiring a basic knowledge of professional nursing and considerable additional experience or training in occupational health nursing.
- Community health nurses in either rural or urban areas who apply knowledge of professional nursing plus sufficient knowledge of public health programs, sciences and needs to provide services to individuals and families with illnesses such as diabetes and hypertension.

*Level 1-7 -- 1250 points*

Professional knowledge of a wide range of nursing concepts, principles, and practices to perform highly specialized nursing assignments of advanced nature and considerable difficulty requiring extended specialized training and experience.

**Illustrations:**

- The nurse practitioners and specialists who apply a professional knowledge of nursing plus a highly specialized degree of skill and ability in a particular field involving, for example, taking histories, making assessments and choosing, initiating and modifying selected therapies.
- The community health nurse who provides primary health care and generalized public health nursing services in clinics, homes and schools and who assists the community in planning and evaluating a local health delivery system.
- The nurse anesthetist who applies a knowledge of anesthetic techniques and agents in recommending, administering and managing anesthesia for patients undergoing surgical procedures.

*Level 1-8 -- 1550 points*

Mastery of nursing to apply experimental theories and new developments to the solution of complex health care problems not susceptible to treatment by accepted methods; or to make decisions or recommendations significantly changing, or developing, important public policies or programs; or equivalent knowledge and skill.

*Level 1-9 -- 1850 points*

Mastery of nursing to generate new hypotheses and develop new theories; or equivalent knowledge and skill.

## **FACTOR 2, SUPERVISORY CONTROLS**

(See [Digest 13](#) for additional guidance on supervisory controls over emergency treatment)

"Supervisory Controls" covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives.

The degree of review of completed work depends upon the nature and extent of the review, e.g., close and detailed review of each phase of the assignment; detailed review of the finished assignment; spot-check of finished work for accuracy; or review only for adherence to policy.

*Level 2-1 -- 25 points*

A nurse of higher grade or a nurse supervisor maintains close control and makes assignments with detailed and specific instructions. The nurse asks for guidance on matters not covered in original instructions. The work is reviewed as performed for application of proper nursing procedures and techniques.

**Illustration:**

- Inexperienced trainee nurses in any specialization who work under immediate direction or who, if working alone, are strictly guided by prior instructions.

*Level 2-2 -- 125 points*

The nurse receives detailed instructions for new or unusual assignments. The nurse uses initiative in performing assignments of a noncritical nature but refers deviations for supervisors. The supervisor assures that finished work is in compliance with instructions, established procedures and professional standards.

**Illustration:**

- The clinical nurse on a ward where conditions are normally of a non-critical nature who works under specific instructions when there are variations from established routines. Routine ward duties are performed independently without specific instructions. Work is reviewed for technical soundness.

*Level 2-3 -- 275 points*

The supervisor makes assignments, for example, to wards of a hospital or areas of a city, and assists the nurse with unusual problems. The nurse plans and carries out assignments in accordance with guidance and professional nursing standards. The work is evaluated for adherence to professional standards and requirements.

**Illustrations:**

- Clinical nurses in out-patient departments, medical, surgical, pediatric and other wards, and psychiatric nurses who obtain information from the nurse on previous shift and plan, schedule, and provide comprehensive nursing care to assigned patients without specific nursing instructions for each patient's condition, and who modify nursing care as conditions warrant.

- Occupational health nurses who work under the general direction of a nurse or physician who is either on the same premises or available for guidance by telephone.
- The nurse anesthetists who administers and manages general anesthesia under general technical guidance of a medical anesthesiologist.

*Level 2-4 -- 450 points*

The supervisor sets overall objectives and resources available. The nurse and supervisor consult on work and develop decisions together. The nurse is an expert who plans and performs work independently, resolves most conflicts, coordinates with others on teams and in communities. Work is reviewed for effectiveness in meeting requirements.

**Illustrations:**

- The nurse specialists who work either alone or on multi-disciplinary teams, treat patients and solve all but the most acute problems on their own initiative.
- The community health nurses who work in clinics and who visit homes and schools and independently determine appropriate time for assessing, counseling, and teaching and who adjust schedules according to community needs.

*Level 2-5 -- 650 points*

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.

The nurse has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or national priorities.

## **FACTOR 3, GUIDELINES**

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in General Schedule occupations include, for example; desk manuals, established procedures and policies, traditional practices, and reference materials such as dictionaries, handbooks, and the pharmacopoeia.

Individual jobs in different occupations vary in the specificity, applicability and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. For example, the existence of specific instructions, procedures, and policies may limit the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

*Level 3-1 -- 25 points*

Specific and detailed guidelines are provided to the nurse by supervisors and physicians. The nurse adheres strictly to these instructions deviating only after authorization.

**Illustration:**

- The trainee positions which are beginning jobs for inexperienced registered nurses.

*Level 3-2 -- 125 points*

Manuals, nursing and medical orders, physician's instructions and professional ethics govern the conduct of professional nurses at this level. Judgment is required to select and apply guidelines and in making minor deviations to adapt the guidelines to specific cases.

**Illustration:**

- The clinical, occupational, psychiatric and community health nurses who work according to specific guidelines, refer significant deviations to supervisors, but independently decide among established alternatives.

*Level 3-3 -- 275 points*

Guidelines are available but are not completely applicable to every situation likely to be encountered. The professional nurse uses judgment in interpreting and, with some patient situations, adapting guidelines.

**Illustrations:**

- The clinical nurses in general medical and surgical wards, those in intensive care units and those in out-patient departments who use judgment in assessing the condition of patients and interpreting guidelines to determine a course of action when any of several may be appropriate.
- The nurse anesthetist who has guidelines available but must use judgment, based on individual patient reactions, to induce and maintain effective anesthesia.

- The nurse specialists who contribute to modification of existing guidelines through such means as participating in interdisciplinary meetings that result in changes to approach in treatment of patients.

*Level 3-4 -- 450 points*

General administrative policies and precedents exist, but are of only limited use in performing the work.

The nurse uses initiative and resourcefulness in deviating from traditional methods, or in researching trends and patterns to develop new methods, criteria, or proposed new policies.

*Level 3-5 -- 650 points*

The guidelines are broadly stated and non-specific, e.g., broad and general policy statements and basic legislation.

The nurse must use judgment and ingenuity in interpreting the intent of the area and headquarters guides that do exist and in developing applications to specific areas of work. The nurse is recognized as the nursing authority in development and interpretation of the guidelines.

## **FACTOR 4, COMPLEXITY**

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

*Level 4-1 -- 25 points*

Assignments consist of a few nurse functions that are clearly related. Actions taken are those indicated by supervisors, guidelines, or previously encountered instructions. There is little variation in the work. The work is quickly mastered.

*Level 4-2 -- 75 points*

Work consists of several sequential procedures. Factors and conditions requiring consideration are readily apparent or explained in advance. Variations within each kind of assignment are limited and are intended to provide professional growth. There are slight differences in the work.

**Illustrations:**

- The clinical nurses in medical, surgical, pediatric or other wards where patient conditions and treatment are uncomplicated and where specialized nursing care is not required.

- The psychiatric nurse who provides routine nursing care. Patients requiring specialized nursing care are treated in participation with more knowledgeable nurses.
- The operating room nurse whose assignments involve less complex surgical procedures - e.g., appendectomies.

### *Level 4-3 -- 150 points*

Nurse assignments involve the use of knowledge, skills and judgment in performing complex functions that differ with the needs of the patient. Nurses must recognize and respond appropriately to deviations from normal. The work involves identifying and analyzing conditions.

#### Illustrations:

- The clinical nurse in general wards, intensive care units or out-patient departments who provides the full range of comprehensive nursing care from assessment of the needs of patients from admission to discharge planning. This includes functions such as administration of medications based on the complex knowledge of expected therapeutic effects, side effects and drug incompatibilities.
- The occupational health nurse who obtains health histories, assists in physical examinations, provides treatment for minor care problems, and counsels and provides health education for employees/patients.
- The psychiatric nurse who works with a variety of patients, makes continuing assessment of patient conditions and problems and identifies behavioral changes and their significance.
- The community health nurse who provides the full range of nursing care for post-operative and medical patients in home environments and counsels and teaches individuals, families and groups.

### *Level 4-4 -- 225 points*

The nurse performs independent assignments. The assessment of patient conditions includes, for example, interpreting physical examination and laboratory reports, developing nursing plans and evaluating need for improved health care. The work requires making decisions concerning the implementation of data, planning and refining methods.

**Illustrations:**

- The community health nurse who, in addition to providing comprehensive nursing care to individuals and families assists the community in planning, developing and evaluating their local health care system.
- The nurse midwife who provides antepartum, intrapartum, postpartum and neonatal care and training to improve care in child bearing families.
- The psychiatric nurse specialist who changes or modifies treatment through participation with an interdisciplinary team that defines policies and develops the total care program for patients.
- The nurse anesthetist whose work involves prolonged surgery and requires extensive analysis to administer and manage anesthetic agents.

*Level 4-5 -- 325 points*

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in nursing programs, technological developments in the nursing or medical field, unknown phenomena, or conflicting requirements.

The work requires originating new techniques, establishing criteria, or developing new information.

*Level 4-6 -- 450 points*

The work consists of broad functions and processes of the professional field of nursing. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization.

Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems.

The work requires continuing efforts to establish concepts, theories, or programs, or to resolve unyielding problems.

## FACTOR 5, SCOPE AND EFFECT

Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

In General Schedule occupations, effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

### *Level 5-1 -- 25 points*

This level is appropriate only for trainee assignments for inexperienced nurses just entering the profession. These nurses perform very limited nursing services under very carefully controlled conditions.

### *Level 5-2 -- 75 points*

The purpose of the work is to provide care for patients according to established and specific procedures. The performance of this work affects the comfort and attitude of patients.

#### Illustration:

- Nurses who provide nursing care under specific written and oral instructions. They perform routine patient care procedures such as applying bandages, measuring intake and output, and reporting observations.

### *Level 5-3 -- 150 points*

The purpose of the nurse's work is to plan and provide nursing care for patients. The work affects the physical and psycho-social well-being of the patients and of their families.

#### Illustration:

- Nurses who are primarily responsible for planning and providing comprehensive nursing care for patients.

*Level 5-4 -- 225 points*

The purpose of the work is to establish criteria and assess effectiveness of patient treatment. The product affects a wide range of agency activities or how the agency is perceived or regarded by the community or population served.

**Illustration:**

- Nurses whose work substantially exceeds the care of patients and includes participating in the establishment of new programs or the evaluation of program effectiveness. There are now some of the specialist positions in clinics, hospitals and psychiatry who, in addition to treating patients, are defining and developing new concepts and procedures.

*Level 5-5 -- 325 points*

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

*Level 5-6 -- 450 points*

The work involves planning, developing, and carrying out vital administrative or scientific programs. The programs are essential to the missions of the agency or affect large numbers of people on a long-term or continuing basis.

## **FACTOR 6, PERSONAL CONTACTS**

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 and 7 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts which serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

*Level 6-1 -- 10 points*

The personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units.

*Level 6-2 -- 25 points*

Personal contacts are with patients and their families, and/or employees in the agency outside the immediate organization.

*Level 6-3 -- 60 points*

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are those with persons in their capacities as tribal officials, manufacturers, contractors, professors, attorneys, scientists, representatives of professional or trade organizations, the news media, and organized or ad hoc public action groups.

*Level 6-4 -- 110 points*

The personal contacts are with high ranking officials from outside the employing agency at national or international levels in highly unstructured settings (e.g., contacts are characterized by problems such as: the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules). Typical of contacts at this level are those with members of Congress, leading representatives of foreign governments, presidents of large national or international firms, nationally recognized representatives of the news media, presidents of national unions, state governors, mayors of large cities, or leaders of scientific or medical groups.

## **FACTOR 7, PURPOSE OF CONTACTS**

In General Schedule occupations, purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts which serve as the basis for the level selected for this factor must be the same as the contacts which are the basis for the level selected for Factor 6.

*Level 7-1 -- 20 points*

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical. Only

new trainee nurse positions evaluate to this degree. In these nurse positions the contacts are to transmit information from the patient to the physician or nurse team leader and to transmit instructions and explanations from the nurse team leader.

*Level 7-2 -- 50 points*

The purpose is to plan, coordinate, or advise on work efforts or to influence or motivate individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. As a member of the team, the nurse coordinates work efforts with those of the health care team.

**Illustration:**

- The trainee clinical nurse who plans and provides routine nursing care for individual patients and deals mostly with them and with medical team members.

*Level 7-3 -- 120 points*

The purpose is to influence or motivate persons or groups. Persons contacted may be fearful, or hesitant requiring great skill in approaching the person or group to obtain the desired effect.

**Illustration:**

- Most nurse positions are at this level because the purpose of the contacts is to influence and motivate patients to care for themselves, improve their health habits, follow medical orders and so on. Also, patients whether ill or undergoing examinations to determine if they are ill or well, are to some degree fearful, hesitant or skeptical and require a very skillful approach.

*Level 7-4 -- 220 points*

The purpose is to justify, defend, negotiate, or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance. The persons contacted typically have different viewpoints, goals, or objectives requiring convincing them, arriving at a compromise solution, or considering suitable alternatives.

## **FACTOR 8, PHYSICAL DEMANDS**

The "Physical Demands" factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To

some extent the frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing.

*Level 8-1 -- 5 points*

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

*Level 8-2 -- 20 points*

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes; or occasional lifting of heavy items (over 50 pounds). The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

*Level 8-3 -- 50 points*

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, and defending oneself or others against physical attack.

## **FACTOR 9, WORK ENVIRONMENT**

The "Work Environment" factor considers the risks and discomforts that may be imposed upon employees by various physical surroundings or job situations. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically require additional knowledges in terms of safety regulations and techniques.

*Level 9-1 -- 5 points*

The work environment involves normal, everyday risks or discomforts typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles such as airplanes, trains, or buses. The work area is adequately lighted, heated, and ventilated.

*Level 9-2 -- 20 points*

The work involves moderate risks or discomforts which require special safety precautions, e.g., working with risk of exposure to contagious disease, radiation, or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear.

*Level 9-3 -- 50 points*

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, where conditions cannot be controlled.

The nurse anesthetists and the operating room nurses exposed to the potential hazard of having anesthetic agents explode are at this degree. Also, the long range results of continued and close exposure to anesthetic agents may be harmful.

**OPM BENCHMARK DESCRIPTIONS****NURSE, GS-0610-04, BMK # 1***Duties*

As a nurse trainee performs limited duties in medical and surgical wards.

- Receives orientation and guidance on nursing policies, regulations, techniques and procedures and general functions of the unit to which assigned.
- Provides limited nursing care for patients.
- Administers drugs prescribed for patients.
- Obtains blood specimens.
- Measures temperature, pulse, respiration, height, weight and blood pressure and tests vision and hearing.

*Factor 1, Knowledge Required by the Position-Level 1-4 -- 550 Points*

- Knowledge of professional nursing theory and practice equivalent to that gained through completion of a two-year program in nursing.

*Factor 2, Supervisory Controls-Level 2-1 -- 25 Points*

Works under the supervision of a head nurse and receives specific instructions from a nurse team leader. The trainee consults the team leader or head nurse on unusual problems, emergencies, and matters not covered in initial instructions. Work is reviewed during performance for

effective application of professional nursing knowledge, skill and ability at regular intervals. Head nurse or instructor discusses strengths and weaknesses and suggests improvements.

*Factor 3, Guidelines-Level 3-1 -- 25 Points*

Follows established nursing practices and procedures, hospital policy, standing orders, doctors instructions and memoranda. Deviations are determined and approved by the head nurse, instructor or team leader.

*Factor 4, Complexity-Level 4-1 -- 25 Points*

Patients have a wide variety of conditions but the trainee nurse performs very limited functions in a learning capacity.

*Factor 5, Scope and Effect-Level 5-1 -- 25 Points*

The purpose of assignments is to provide nursing care to patients and a learning environment for the trainee nurse. The trainee nurse has limited influence on the attitude and well being of patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, members of their families and other patient care personnel.

*Factor 7, Purpose of Contacts-Level 7-1 -- 20 Points*

Contacts with patient care personnel are to obtain laboratory reports and supplies and to report progress and patient conditions. Contacts with patients are to obtain information and to provide care and comfort.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires long periods of standing and walking and some stooping, stretching and reaching.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work requires exposure to contagious disease.

**TOTAL POINTS -- 735**

## **NURSE, GS-0610-05, BMK # 1**

### *Duties*

AS a trainee nurse performs duties in medical and surgical wards.

- Receives orientation and guidance on nursing policies, and regulations, and general functions of the unit to which assigned.
- Plans and provides nursing care for individual patients.
- Performs venipuncture for the purpose of obtaining blood specimens.
- Records case histories; measures temperature, pulse, respiration, height, weight and blood pressure; tests vision and hearing.

### *Factor 1, Knowledge Required by the Position-Level 1-5 -- 750 Points*

- Knowledge of professional nursing theory and practice such as would be gained from a baccalaureate program in nursing that is required to plan and provide care to patients as a trainee member of a team.

### *Factor 2, Supervisory Controls-Level 2-1 -- 25 Points*

Works under the supervision of a head nurse and receives specific instructions from a nurse team leader. The trainee consults the team leader or head nurse on unusual problems, emergencies and matters not covered in initial instructions. Work is reviewed during performance for effective application of professional nursing knowledges, skills and abilities. At regular intervals head nurse or instructor discuss strengths and weaknesses and suggests improvements.

### *Factor 3, Guidelines-Level 3-1 -- 25 Points*

Follows established nursing practices and procedures, hospital policy, standing orders and doctors instructions and memoranda. Deviations from these guidelines are determined and approved by the head nurse, instructor or team leader.

### *Factor 4, Complexity-Level 4-1 -- 25 Points*

Patients have a wide variety of problems but trainee in each situation performs a limited set of functions in a learning capacity.

*Factor 5, Scope and Effect-Level 5-1 -- 25 Points*

The purpose of assignments is to provide nursing care to patients in a learning environment for the trainee nurse. The trainee nurse has limited influence on the attitude and well being of patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients and other patient care personnel.

*Factor 7, Purpose of Contacts-Level 7-2 -- 20 Points*

Contacts with patient care personnel are to obtain lab reports and supplies and to report progress and patient conditions. Contacts with patients are to obtain information and to provide care and comfort.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires long periods of standing and walking and some stooping, stretching and reaching.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work requires exposure to contagious disease.

**TOTAL POINTS -- 935**

## **NURSE, GS-0610-07, BMK # 1**

*Duties*

Provides comprehensive nursing care to patients in general medical and surgical wards, where conditions and treatment are normally of a non critical nature.

- Observes patient's conditions, assesses nursing needs, and provides required nursing care.
- Administers prescribed oral medications, hypodermic injections and intravenous feeding.
- Observes and records temperature, pulse, blood pressure, respiration data and effects of medication.
- Prepares patients for tests, examinations and treatment.
- Prepares and reviews records, laboratory sheets, etc.

- Directs the work of aides, assistants, LPN's and trainee nurses.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of established professional nursing concepts, principles and practices to assess the needs of assigned general medical and surgical patients.
- Skill required to provide nursing care to assigned patients.
- Skill required to develop or participate in developing a nursing plan to meet the needs of assigned patients.

*Factor 2, Supervisory Controls-Level 2-2 -- 125 Points*

Works under specific instructions when there are variations from established routines. Routine ward duties are performed independently without specific instructions. Work is reviewed for technical soundness.

*Factor 3, Guidelines-Level 3-2 -- 125 Points*

Follows established standing orders, hospital policy and doctor's instructions. Judgment is required to select the guidelines appropriate to the patient's condition, which is subject to change.

*Factor 4, Complexity-Level 4-2 -- 75 Points*

Work requires the performance of the full range of routine nursing care in a ward environment. Patient conditions require application of the accepted nursing care procedures. Variations depend on patient conditions.

*Factor 5, Scope and Effect-Level 5-2 -- 75 Points*

The purpose of the work is to provide nursing care to patients under specific written and oral instructions. The work affects the well being of assigned patients, although it's scope is limited by the specificity of the instructions and procedures provided.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, their families and hospital personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with patients are to gather information, to teach, and to motivate patients in safe and healthful care. Contacts with families of patients are primarily to exchange information.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires extensive walking, standing, stretching and bending in caring for patients in wards.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a hospital where there is some exposure to contagious disease.

**TOTAL POINTS -- 1535**

**NURSE, GS-0610-07, BMK # 2***Duties*

Provides professional nursing services in an occupational health unit.

- Administers immunizations, inoculations, allergy treatments and medications.
- Maintains records, writes reports, assures order lines, and sanitation of unit, maintains supplies and equipment.
- Performs first aid for minor burns, cuts, bruises, sprains.
- Obtains initial information from patients and history of symptoms.
- Sterilizes instruments and supplies.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of professional nursing in the occupational health unit setting, which requires assessing employees' condition.
- Skill in applying professional nursing care to employees who visit the health unit.

*Factor 2, Supervisory Controls-Level 2-2 -- 125 Points*

Works under the supervision of a medical officer or nurse of higher grade. Takes histories and treats minor injuries and illnesses independently but refers cases that require extensive counseling or treatment to medical officer or supervisor. Records and reports are reviewed for accuracy and the work of providing treatment is spot-checked periodically.

*Factor 3, Guidelines-Level 3-2 -- 125 Points*

Guidelines include nursing procedures, administrative rules and regulations and the provisions of various public laws. Significant deviations from these must be authorized in advance. Judgment is required to select and apply the guidelines appropriated to the patient's condition, which must be determined. Guidelines are fully applicable.

*Factor 4, Complexity-Level 4-2 -- 75 Points*

The work consists primarily of the routine steps involved in interviewing patients to record their symptoms and complaints, treating minor illnesses and injuries, and keeping records. Variations result from accidents and events such as crash immunization programs that upset the routine.

*Factor 5, Scope and Effect-Level 5-2 -- 75 Points*

The nurse performs routine patient care procedures such as administering prescribed medication and treating minor illnesses and injuries. The effect is mostly on individual employees.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with other employees of the health unit and with clients who are employees of the agency.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts are for the purpose of gaining and providing information under circumstances where the employee seeking treatment or help is in an apprehensive or fearful frame of mind.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires considerable standing and walking and occasionally helping to lift patients or to position them on examination tables.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a health unit where exposure to contagious and infectious disease is common.

**TOTAL POINTS -- 1535**

## **CLINICAL NURSE, GS-0610-09, BMK # 1**

### *Duties*

Performs professional nursing duties in the care of general medical-surgical patients.

- Provides comprehensive nursing care to patients based on the physicians' medical care plan and the physical, mental and emotional needs of the patient.
- Administers oxygen, IV fluid, blood transfusions and prescribed oral, subcutaneous and intramuscular medications.
- Manages nasal-pharyngeal and gastric suction as well as a variety of other drainage tubes.
- Makes nursing care assignments to various skill levels of professional and nonprofessional personnel.
- Prepares patients for surgical and/or diagnostic procedures.
- Closely observes post-operative and seriously ill patients as well as those under therapy for adverse conditions and reactions.
- Sets up, operates and monitors specialized equipment such as cardiac monitors, respirators, defibrillators, etc.

### *Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Professional knowledge of nursing care principles, practices and procedures required to assess nursing needs of assigned general medical and surgical patients.
- Ability to develop or participate in developing a nursing plan to meet the needs of assigned patients.
- Ability to plan and direct the work of teams.
- Ability to recognize adverse signs and symptoms and to react swiftly in emergency situations.
- Knowledge of pharmaceuticals, their desired effects, side effects, and complications of their use.
- Skill in operating specialized medical equipment such as resuscitators and cardiac monitoring devices.

- Knowledge of a wide variety of medical disorders, for example, general surgery, orthopedic and gynecological; and the normal course of diseases, anticipated complications and indicated therapeutic intervention.

### *Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

A supervisory nurse assigns patients and provides information received from physicians. The physicians provide medical instructions concerning assigned patients. The nurse independently plans, schedules, and provides comprehensive nursing care without specific instructions for each patient. Supervisor discusses assigned patients at some time during the shift. Emergencies or unusual problems are reported to the physician or a supervisory nurse, as appropriate. Work is subject to review during rounds.

### *Factor 3, Guidelines-Level 3-3 -- 275 Points*

Guidelines are well established hospital policy, doctors' orders, memoranda, and standing orders. The nurse uses judgment in selecting a course of action when any one of several could be appropriate. For example, the nurse must evaluate critical changes in a patient's condition as warranting continual intensive observation, calling a physician, or initiating preplanned emergency treatment.

### *Factor 4, Complexity-Level 4-3 -- 150 Points*

Providing nursing care in a general medical-surgical ward requires the full range of professional nursing proficiency from assessment of the needs of a wide variety of patient illnesses, through administering medication and operating special equipment and reacting to emergency situations.

### *Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The nurse observes, assesses and treats a wide range of patient conditions. The work affects the health and recovery of groups of patients.

### *Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, their families, and professional and non-professional hospital personnel.

### *Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

With hospital personnel, contacts are essentially to exchange, provide and obtain information. Contacts with patients and their families are to counsel, encourage and persuade, for example, to improve or change living, dietary or health habits, and often these contacts require great tact and sensitivity, for example, informing family members that patient's serious illness will worsen unless certain habits are changed.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work in a ward requires considerable walking in moving from bed to bed; and some bending and lifting in helping patients in and out of bed, changing their positions, and so on.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

In the hospital wards there is some exposure to disease.

**TOTAL POINTS -- 1985**

**CLINICAL NURSE, GS-0610-09, BMK # 2***Duties*

Performs professional nursing duties in the care of surgical patients following extensive and complex surgery or other patients whose critical conditions warrant intensive care. Examples of patient conditions are acute myocardial infarction; immediate post-operative thoracic, abdominal, neurosurgical, orthopedic or head surgery.

- Observes and assesses patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, for example, calls physician or takes preplanned emergency measures.
- In emergency situations when a physician is not present or immediately available, initiates appropriate measures, for example, takes resuscitative measures in case of cardiac or respiration arrest.
- Uses specialized equipment such as monitoring ventilator devices, hypothermic units.
- Records information on patients' chart and maintains accurate records of intake and output.
- Administers prescribed medication.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of established professional nursing principles, practices and procedures required to provide nursing care to patients receiving intensive cardiac or post-operative care.
- Knowledge of application and use of cardiac-monitoring equipment, including reading and interpreting the oscilloscopic display.

- Knowledge of ventilation equipment and its use and management for patients experiencing respiratory distress or collapse.
- Knowledge of normal and abnormal response to spinal, general and local anesthetics.
- Knowledge of the pharmacology of various drugs and their therapeutic and adverse reactions when used in anesthetized patients.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Works under supervision of a supervisory nurse but receives medical direction from the medical staff. Nursing procedures are carried out independently within the framework of established policy. Work is reviewed by the nurse supervisor and by physicians for adherence to professional standards.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Written and oral guidelines, for example, physician's instructions, cover what to do in emergencies; however, guidelines are unable to provide specific instructions for every possibility. Judgment is required to interpret guidelines and determine the appropriate action from assessment of patient's symptoms and behavior.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Provides complex bedside nursing care, focusing on the patient as a whole, with an understanding of nursing principles involved. Recognizes patient's psychological reactions to illness and provides continuing support to emotional needs. Positions patients for optimum comfort and to prevent complications. Provides a restful environment and takes appropriate hygienic measures.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The purpose of the work is to treat patients and the result contributes to their physical and emotional well-being.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

The personal contacts are with patients, their families, and hospital personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with medical personnel are to exchange information required to provide treatment. Patients and their families are often fearful and anxious and sometimes hostile.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Prolonged periods of walking and standing are required in treating patients in beds. Ability to bend, stoop and lift in assisting patients prior to and following surgery, for example, is required.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a hospital setting where exposure to contagious and infectious disease is present.

**TOTAL POINTS -- 1985**

### **CLINICAL NURSE, GS-0610-09, BMK # 3**

*Duties*

Provides nursing care in a clinic or outpatient department.

- Takes the initial health history on new patients.
- Coordinates health care needs through making referrals to optometrist, dentist, etc.
- Assesses and treats minor health problems such as colds, impetigo, cuts and bruises.
- Provides emergency treatment; for example, to accident victims.
- Manages the stable phase of common chronic illnesses such as diabetes, hypertension and tuberculosis.
- Initiates arrangements for follow-up care.
- Provides individual and family counseling, and dispenses medication refills.
- Performs well-baby check ups.
- Checks stock and prepares requisition lists for drugs, linens, medical and other supplies.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of and ability to apply professional nursing principles, procedures and techniques to outpatients with a wide variety of conditions.
- Alertness and skill in providing care in reacting promptly to emergency situations such as treatment of accident victims.

- Ability to provide individual and family counseling, guidance and health instruction to help patients understand how to prevent disease and maintain good health.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Receives guidance in new procedures and improved nursing techniques from a higher level nurse. The nurse provides nursing care, training and counseling, and responds to emergencies in accordance with policy and accepted nursing practice without specific instructions. Work is reviewed for effectiveness of operations and compliance with medical requirements and professional standards.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Works under protocols of care that provide instructions for taking care of problems and patient needs during absence of physician. For example, the nurse may refill cardiac medications if indications of change are within established limits and provide emergency treatment under own initiative. Judgment is required to assess patient's condition, determine degree of change, and decide whether to refill medication, call a physician, or initiate emergency treatment.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Prepares patients for examination, assists during the examination and administers prescribed medication and treatments. Gives hypodermic injections, administers oxygen in emergencies, applies dressings, takes and records temperature, pulse, respiration and blood pressure. Draws blood for tests. Assists the medical officer in minor surgical procedures such as repair of lacerations, abscess draining and helps apply casts and dressings.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The nurse assesses and treats patients with a variety of conditions. The work has an effect directly on individuals and indirectly on the area served.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Personal contacts are with patients, their families, personnel in the clinic, community health nurses, and community leaders.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Personal contacts are to treat patients and also to influence and motivate them to develop and maintain good health habits.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires walking, standing, bending and some lifting, for example, to assist patients out of wheelchairs.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a clinic or outpatient department with common exposure to contagious disease.

**TOTAL POINTS -- 1985**

## **OCCUPATIONAL HEALTH NURSE, GS-0610-09, BMK # 4**

*Duties*

Performs the health care, counseling, educational and training aspects of employee health programs.

- Administers emergency care for illnesses of occupational and nonoccupational origin and injuries that occur at the place of work.
- Performs limited portions of physical examinations, e.g., blood pressure, EKG, vision, hearing, etc.
- Administers medications and treatments authorized by physicians.
- Counsels employees on varied health subjects including nutrition, dental and safety regimen, care of minor injuries and illnesses, family and health problems, home care of communicable diseases, infant and pre-natal care.
- Advises employees to obtain medical care and makes referral to private physicians, dentists, clinics or community resources, with the advice depending on the apparent nature and origin of the employee's problem and upon the employee's economic status.
- Follows up by telephone or interview on serious or acute conditions, compensable injuries, chronic illnesses, pregnancy, etc. by contacting employee, private physicians or dentists, clinics, hospitals and supervisors.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of professional nursing principles, procedures and their application in the health unit setting.

- Knowledge of symptoms to distinguish between, for example, diabetic coma or insulin shock for purposes of determining treatment or referral.
- Ability to counsel employees with physical, emotional or mental problems.
- Ability to use specialized medical equipment and techniques such as oxygen equipment, resuscitator and techniques of external cardiac compression.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Works under the general direction of a nurse or physician who provides advice and guidance on unusual problems. Within the established occupational health program, the nurse independently interviews, treats and refers patients. The supervisory nurse or physician reviews reports and records for professional adequacy.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Procedures are established for the operation of the employee health program but do not cover every possible situation. Judgment is required to determine the extent or seriousness of illness in injury and whether to treat in the unit, refer to a medical doctor or send to a hospital.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Obtains health histories, assists in physical examinations, for example, takes height and weight, checks vision and hearing, takes pulse and blood pressure and obtains and labels specimens required for laboratory analysis. Provides treatment, for example, for colds and determines whether patient should be seen by physician, returned to work, or sent home. Counsels employees about their problems and about health programs such as those for alcoholics and drug users. Symptoms may not always be apparent.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

Through counseling and training employees in better health care the nurse contributes toward a more effective work force. Emergency treatment or referral to a physician may save lives of employees.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with employees, their supervisors and management officials in the organization served and with private physicians.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with management officials are to obtain cooperation and to schedule health screening and education programs and to advise on environment or hazardous conditions. Contacts with

supervisors are primarily to advise on health of employees needing treatment. Contacts with private physicians are to provide or obtain information on treatment of employees. Contacts with employees are to counsel, train, persuade and educate regarding health programs.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires considerable standing and walking and occasional lifting of patients.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a clean health unit, but requires exposure to contagious disease.

**TOTAL POINTS -- 1985**

Note: A very similar position of a nurse at a location remote from the supervisor would typically involve the same levels of the nine factors unless the nurse fully implements substantial responsibility for planning and developing the occupational health program.

## **PSYCHIATRIC NURSE, GS-0610-09, BMK # 5**

### *Duties*

Performs the full range of nursing care required to motivate and redirect the behavior of psychiatric patients.

- May rotate on all shifts through all wards.
- Works closely with other members of the total treatment team in the formulation of the total care plan for patients.
- Provides comprehensive nursing care for any type of psychiatric patient.
- Observes patients closely, evaluating and recording any significant behavior and reaction patterns for psychiatrist's or team's use in reevaluation of treatment plan.
- Participates in group therapy sessions with patients.
- Maintains appropriate records.
- Administers prescribed medication.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of professional nursing principles and procedures as applied in psychiatric setting.
- Knowledge of the roles of team members to insure that patient treatment is understood.
- Knowledge of patient's background and medical history.
- Knowledge of personality development theories for evaluating behavior and reaction patterns of patients.
- Knowledge of group interactions and theories of group therapy.
- Skill in communication.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Works under the supervision of a nurse who provides instruction on new and revised methods, practices, policies, techniques and procedures. Discusses plan of treatment for cases with doctor and head nurse but solves all but most acute nursing problems on own initiative. Work is evaluated on the basis of demonstrated professional nursing ability, skill, and judgment in caring for patients.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Performs nursing duties within the overall program for the organization and within the nursing plans approved in staff conferences. Uses judgment to intervene in crisis situations and to recommend adjustment in treatment or care plans.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Works with a variety of psychiatric patients. Works with a variety of disciplines, e.g., medicine, psychology and social work. Participates in patient government meetings, small groups and one-on-one relationships. Administers prescribed medication and treatment. Makes continuing assessment of patients, environment and problems for the purpose of identifying changes.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The purpose of the work is to treat patients with the goal of returning them to the highest level of health. The work has an impact on the mental and physical health of patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, their families and with other personnel of the psychiatric unit and the hospital.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

The purpose of contacts is to motivate the patients and their families to train and educate them in working toward returning patients to the community.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Prolonged periods of walking and standing are required as well as agility, manual dexterity, ability to lift, bend, stoop, and physically restrain patients.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Some degree of hazard is present in working with emotionally disturbed patients.

**TOTAL POINTS -- 1985**

## **OPERATING ROOM NURSE, GS-0610-09, BMK # 6**

*Duties*

Provides nursing service for operations ranging from those involving less complex surgical procedures, for example, appendectomies, to those involving complex and extensive surgical procedures, for example, orthopedic or thoracic operations.

- Confers with surgeons concerning instruments, sutures, prosthesis, and special equipment.
- Provides care to patients to meet their physical and psychological needs. This includes helping to transport, lift, move and position the patient.
- Assists in the care and handling of supplies and equipment including operating tables, lights, electrocautery, suction machines, special instruments, etc.
- Assures accurate care and handling of specimens.
- Assumes responsibility for aseptic technique maintenance during procedure, accuracy of sponge counts and adequacy of supplies.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of professional nursing requirements before, during and immediately after surgery.
- Knowledge of instruments, equipment and sutures required for various surgical procedures.
- Knowledge of types of sterilization and sterilization techniques.
- Knowledge of positioning, for example, to avoid blocks, which depends on type of surgery, size, weight, age of patient, etc.
- Knowledge of prosthetic devices and material of which they are made, for example, some materials resist each other and must not be selected for joining together.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Operating room supervisor makes assignments and instructs in revised policies, procedures, practices and in new developments in methods and techniques. Nurse uses initiative in determining instruments and equipment needed for assigned surgical procedures. Instructions are received from the surgical staff during operations. Work is observed and evaluated for conformance to policies and procedures and professional nursing skill.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Procedures manuals, text books and standing orders are available but never cover every possibility. Selection of instruments, for example, may be based on nurse's knowledge of surgeon's preference rather than on established guides. Judgment is required in preparing for alternatives, for example, a simple operation is expected but complications develop and the instruments and equipment must be available for the more extensive procedures.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Work covers a broad range from minor surgical procedures to the more complex. The nurse obtains information from surgeons and anesthesiologists and determines equipment, instrument and supply needs.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

Provides nursing care and assures that surgical procedures function smoothly in order to assure proper care of patients. Work contributes to the well-being of patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Works in direct contact with patient, surgeon, anesthetist, other nurses and hospital personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts provide information needed to decide on action by the team to meet the needs of patients and contribute to patient care. Patients may be fearful or skeptical requiring a skillful approach.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Long periods of standing are required. Agility and the ability to lift, pull and bend are required.

*Factor 9, Work Environment-Level 9-3 -- 50 Points*

Danger is involved in working near anesthetic agents which may explode. Long range effect of exposure to such agents may be hazardous.

**TOTAL POINTS -- 2015**

## **COMMUNITY HEALTH NURSE, GS-0610-09, BMK # 7**

*Duties*

Provides nursing care to the people in an assigned area in accordance with established policies and procedures. Service includes adult and child health care, chronic and communicable disease control, health teaching, referrals and follow-up.

- Performs home visits, holds individual and group conferences and teaches through demonstration.
- Counsels and refers individuals to the full range of health services available.
- Provides comprehensive nursing services to individuals, families and communities in the areas of health promotion and illness prevention while safeguarding their integrity and recognizing their right to make their own decisions.

*Factor 1, Knowledge Required by the Position-Level 1-6 -- 950 Points*

- Knowledge of community health nursing required to provide nursing care to individuals and families.
- Knowledge of public health resources available in the program.
- Ability to provide health counseling to patients and families with a variety of health problems, for example, diabetes and tuberculosis.
- Ability to gain the cooperation of individuals and families some of whom are suspicious and resistant.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

Receives technical guidance and supervision from the community health nurse responsible for the nursing activities in the public health program with which associated. Works with a minimum of supervision during field and home visits. Work is reviewed for effectiveness and contribution to the goal of the community health program.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Follows written policies, procedures, manuals and memoranda; judgment is required to analyze health needs and to determine appropriateness of using new methods of health teaching to meet changing socio-economic conditions.

*Factor 4, Complexity-Level 4-3 -- 150 Points*

Provides nursing care for the full range of medical and post-surgical conditions found in home, school or clinical environments. Counsels and teaches individuals, families and groups.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

Plans, develops and provides nursing services in accordance with program priorities. Work has an impact on the success of the field health program and an effect on the health of individuals, families and communities.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, families, community leaders, hospital and clinic personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with patients and their families and community leaders are to encourage and promote health regimens in an effort to improve health.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Walks, stands, and climbs steps in home visits. Bends and lifts in helping patients.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work requires exposure to infection and contagious disease.

**TOTAL POINTS -- 1985**

## **NURSE PRACTITIONER, GS-0610-11, BMK # 1**

*Duties*

Provides primary health care and generalized community health nursing services in clinics, homes and schools on an Indian reservation with emphasis on a family-centered preventive approach

- Services provided in clinics include:
  - Assessment, diagnosis and treatment of minor illnesses.
  - Management of chronic health problems.
  - Primary care for trauma cases, including suturing.
  - Emergency care.
  - Follow-up management of normal prenatal, post-partial and family planning patients.
  - Skilled counseling guidance and health instruction to patients and families.
  - Performs and interprets laboratory tests.
  - Manages the clinic.

- Home visits involve case-findings, referral for treatment and follow-up.
  - Teaches and demonstrates the application of good health practices to individuals and families.
  - Recognizes physical and mental deviation from normal; initiates arrangements for treatment and follow-up care.
- Plans and conducts the school health program.
- Conducts surveys and studies to determine and appraise community health services.
- Maintains current clinical and nursing records.

NOTE: The title of Community Health Nurse may also be used for positions similar to this, depending on relative emphasis.

*Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- Knowledge of the full range of professional community health nursing principles, practices and procedures applied in providing services in clinic, home, school and community environments.
- Ability to counsel and teach individuals, families and groups.
- Ability to take medical histories, conduct physical examinations, and communicate results of laboratory tests.
- Ability to assess and treat minor illnesses such as colds, cuts, and contusions.
- Knowledge of and ability to treat chronic health problems such as hypertension and diabetes in clinic or home environments.
- Ability to provide preventive care to healthy individuals including guidance in nutrition, common illnesses, child growth and development.

*Factor 2, Supervisory Controls-Level 2-4 -- 450 Points*

Serious illnesses or trauma are referred to the physician in charge. In the clinic, assignments evolve from the flow of work and the nurse provides care, without detailed instructions, including assessment and treatment of minor illnesses. Visits to homes and schools are made according to schedules but the nurse independently determines the times for assessing, counseling, teaching and treating and adjusts schedules according to community, individual or family needs. Work is reviewed for effective delivery of health services and nursing care.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Work is performed under guidelines that identify what must be referred to the physician in charge, but the nurse must use judgment to determine whether patient conditions meet those criteria.

*Factor 4, Complexity-Level 4-4 -- 225 Points*

The work covers a range of nursing services from assessment through counseling, teaching and treating minor illnesses. The work involves helping to determine the health and nursing services needed in a community, and assisting the community in planning, developing and evaluating their local health delivery system.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The purpose of the work is to deliver health and nursing care to individuals, families, schools, and, in sum, to a community. The work affects the physical well-being of persons in the community.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, families, groups and school and community representatives.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

The contacts involve a great deal of persuasion and reasoning to convince individuals, groups and organizations of the value of good health habits.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

The work involves standing and bending in the assessment and treatment of patients, and considerable walking in visiting homes, schools and communities.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

The work requires outside visits in any kind of weather. Exposure to contagious disease is common.

**TOTAL POINTS -- 2535**

## **NURSE SPECIALIST, GS-0610-11, BMK # 2**

### *Duties*

Provides specialized nursing care to patients in a ward of a hospital with injuries, illnesses or attitudes that require adaptation of established nursing procedures.

- Serves as role model and teacher for experienced and fully trained nurses in providing care to patients assigned because of their special needs, for example, ulcer patients who are not responding to usual treatment.
- Provides skilled and comprehensive nursing care to patients who have undergone new heart, vascular or other surgical procedures or who are receiving drugs infrequently used with human subjects.
- Assesses nursing needs to provide safe and efficient nursing care.
- Performs patient teaching with patients requiring special approaches, for example, diabetics whose changing conditions require new diets and different medications.

### *Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- Knowledge of professional nursing principles and procedures and extended clinical experience and training.
- Knowledge of medical care and treatment for seriously ill or injured patients and ability to interpret plan of care to patient and family members.
- Knowledge of infrequently used and special drugs including normal dosage, administration, action and adverse reactions.
- Ability to provide comprehensive nursing care based on orders of the physician and specific nursing needs of the patient.
- Ability to provide such service as effective pulmonary ventilation.
- Ability to evaluate patient condition and behavior arising from the use of new therapy or drugs by making and recording detailed comprehensive and accurate observations of patient's physiological and emotional responses.

*Factor 2, Supervisory Controls-Level 2-4 -- 450 Points*

The supervisor sets the overall objectives and resources available. The nurse specialist and supervisor, in consultation, develop the plans and schedules for the comprehensive nursing care for the patients. The nurse specialist, is an expert in the nursing care of patients who have undergone surgical operations, is responsible for planning and carrying out the assignment, changing and modifying original nursing care plans based on changes in the patient's condition. The supervisor and physician are kept informed of progress and potentially dangerous situations. Work is reviewed for effectiveness in meeting expected results.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Guidelines are well established hospital policies, doctor's orders and memoranda. Exercises judgment in describing patient's reactions and behavior to physicians and in deciding whether to initiate emergency treatment or summon physician and wait, for example, during reaction to medication.

*Factor 4, Complexity-Level 4-4 -- 225 Points*

Because of known expert ability, the nurse is often requested by the physician. Patients assigned suffer any of a wide variety of illnesses requiring the full range of nursing care from assessment through treatment. Constantly observes patients and interprets and evaluates the meaning of their reactions and behavior. Collects pertinent data through close observation and recording of patients reaction and behavior when complex medical/surgical procedures have been used or when unusual medications are being administered.

*Factor 5, Scope and Effect-Level 5-4 -- 225 Points*

As a role model, techniques used become model guidelines for others to follow. Evaluation and observations are relied on by physician to modify and develop treatment. The nurse has a positive effect upon the recovery of the patient. Successful procedures serve as guides and have an impact on treatment of similar patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, their families, and hospital personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with patients are to provide nursing care, relieve fears and persuade them to cooperate with physician's instructions. Contacts with hospital personnel are to exchange information. Contacts with patients' families are to provide information on patient's condition and to counsel family on care required after release from hospital.

*Factor 8, Physical Demands-Level 82 -- 20 Points*

Prolonged periods of walking and standing are required as well as the ability to lift, bend and stoop, for example, in helping patients before and after surgery.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a hospital where exposure to contagious and infectious disease is common.

**TOTAL POINTS -- 2610**

**NURSE SPECIALIST, GS-0610-11, BMK # 3***Duties*

Serves as the nurse specialist on an interdisciplinary treatment team in a psychiatric unit that provides a therapy-oriented program for community based patients and for in-patients to smooth their transition from total to partial hospitalization.

- Participates with the interdisciplinary team in defining policies and developing the total care program for patients.
- Provides supportive therapy, counseling and guidance, health teaching and nursing care to patients in the program.
- Interviews patients to develop psycho-social history.
- Serves as nurse therapist for assigned individual or group.
- Confers with patients family to determine patients capacity to cope with community living arrangements.
- Works with team to assess the effectiveness of the program.
- Maintains complete and current records of assigned patients.

*Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- Knowledge of a wide range of professional nursing theories procedures and techniques used in the care and treatment of psychiatric patients gained through extended study or experience.
- Skill and expertise required in motivating and redirecting the behavior of psychiatric patients.
- Ability to persuade psychiatric patients with special problems to participate in normal social and recreational activities.
- Ability and skill to encourage patients to participate in occupational and recreational therapy.
- Knowledge of the basics of other professions on interdisciplinary teams, e.g., basic knowledge of the goals and objectives of psychologists and the tools they use.

*Factor 2, Supervisory Controls-Level 2-4 -- 450 Points*

Within established objectives works out new and revised methods, practices, and procedures with team members. Discusses plans of treatment with superiors and solves all but the most acute problems on own initiative. Work is evaluated on the basis of demonstrated professional nursing ability, skill and judgment in caring for patients.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Guidelines are established objectives, policies and procedures and accepted mental health practices. Contributes to the modification of existing guidelines through participating in interdisciplinary meetings which often result in changes in approach to treatment of mental problems.

*Factor 4, Complexity-Level 4-4 -- 225 Points*

The work assessment of patients, evaluating the effectiveness of care, and changing or modifying treatment through serving as a therapist for patients. Maintains awareness of patient's medical needs and reports changes in physical and emotional signs and symptoms. Administers prescribed medications. Makes home visits.

*Factor 5, Scope and Effect-Level 5-4 -- 225 Points*

The purpose of the work is to participate in the development and modification of guidance for the treatment of the mentally ill through the interdisciplinary treatment of patients. The work has an effect on patients and an impact on programs for treatment of psychiatric patients.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with other members of the team, with patient and their families and with community agencies such as employment agencies and employers.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

The purpose of the contacts involves a strong element of persuasion. For example, patients singly and in groups are encouraged to participate in occupational and social therapy sessions and to express themselves. The nurse carries out a program of re-education to prepare patients for resuming occupational and social responsibility.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Prolonged periods of walking and standing are required as well as agility, manual dexterity, ability to lift, bend and stoop may be required to physically restrain patients.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Some degree of hazard is present in working with emotionally disturbed patients.

**TOTAL POINTS -- 2610**

**NURSE MIDWIFE, GS-0610-11, BMK # 4***Duties*

Provides care in essentially normal cases for a group of mothers and babies throughout the maternity cycle within the framework of a medically directed health service.

- Manages the care of normal antepartum women including teaching, counseling and support.
- Takes health history, and performs and records the obstetrical physical evaluation.
- Evaluates and reviews findings with the physician and expectant mother.
- Manages labor, including teaching and support.
- Performs the following procedures: starts intravenous infusions; administers analgesia according to standing orders; performs local anesthesia; manages and controls normal spontaneous deliveries but does not perform forcep deliveries; records the labor and delivery; and signs and completes birth certificate.

- Performs and records physical evaluation of newborns.
- Manages care of normal newborn including nutrition, elimination and activity.

*Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- Knowledge of nursing management and care of mothers and babies throughout the maternity cycle, including normal deliveries.
- Ability to recognize deviations from normal at a time when medical care can be instituted to safeguard the well-being of the mother and her baby.
- Ability to take obstetrical physical evaluation and evaluate and review findings with the physician and expectant mother.
- Ability to teach and counsel women during pregnancy and after childbirth.

*Factor 2, Supervisory Controls-Level 2-4 -- 450 Points*

Assignments are part of a clinic program that establishes overall objectives. Essentially normal mothers and babies are assigned and they are managed independently as long as progress meets criteria accepted as normal. Returns to medical management any woman or baby develops complications which, in the judgment of the nurse and physician, are best managed by the physician. Work is reviewed for effectiveness of meeting program requirements.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Guidelines on the care of mothers and babies are conceptually clear but assessment of individual conditions reveals variables that are not covered in guides. Deviations from normal conditions are discussed with the physician. Judgment is required to recognize deviations from criteria established as normal.

*Factor 4, Complexity-Level 4-4 -- 225 Points*

The work involves antepartum, intrapartum and postpartum nursing care as well as neonatal care. The nurse midwife assists in providing demonstration, instruction and consultation to improve care to childbearing families.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The purpose of the work is to manage pregnancy, birth and infant care and to maintain effective work relations with nursing, medicine, other health disciplines, the families served and, through them, the community. The work has an effect on patients, families and communities.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, their families and with health care professionals, e.g., doctors and other nurses.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

The purpose is to influence and motivate patients and families to follow instructions.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Work requires prolonged periods of standing.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is performed in a hospital setting where exposure to contagious disease is common.

**TOTAL POINTS -- 2535**

**NURSE ANESTHETIST, GS-0610-11, BMK # 5**

*Duties*

Performs as a nurse anesthetist for a broad range of types of operations.

- Reviews clinical chart and recommends specific type of general anesthesia.
- Interviews patients to discuss type of anesthesia to be used and to reassure patient.
- Administers general anesthetics by inhalation, endotracheal intubation, intravenously or topically; induces anesthesia to proper state of narcosis; and manages throughout prolonged surgery.
- Determines need for and administers parenteral fluids, including plasma and blood, setting up solutions and maintaining proper flow.
- Administers stimulants as directed by surgeon.
- Assists in post-anesthesia care.

*Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- Knowledge or professional nursing and of the pharmacological properties and physiological affects of anesthetic drugs used in complex surgery.
- Ability to administer general anesthetics and to detect indications of unfavorable reactions.
- Skill in the conduct and management of anesthesia for a broad range of surgical procedures.
- Knowledge of operating room methods, equipment and procedures.
- Ability to coordinate anesthesia activities with the total operating room team.

*Factor 2, Supervisory Controls-Level 2-3 -- 275 Points*

General technical guidance is available from a medical anesthesiologist. Performs with minimum supervision, recommending, administering and managing general anesthesia. Work is reviewed for technical accuracy.

*Factor 3, Guidelines-Level 3-3 -- 275 Points*

Texts by anesthesia authorities, and periodicals in the field of anesthesiology are available as well as advice from other surgical team members. Judgment is used to induce and maintain effective anesthesia throughout surgery.

*Factor 4, Complexity-Level 4-4 -- 225 Points*

Work involves complex surgical procedures which require intensive analyses before and during surgery to administer and manage anesthetic agents. Reports of surgery serve to establish new criteria, for example, a certain result from a certain drug in an unprecedented situation.

*Factor 5, Scope and Effect-Level 5-3 -- 150 Points*

The purpose of the work is to assist in treating patients and the work has an impact on the patient's health.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Personal contacts are with patients and hospital personnel.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with hospital personnel are to exchange information. Contacts with patients are to exchange information, allay their fears and put them at ease. Patients are fearful and anxious.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

Long periods of standing during surgery are involved.

*Factor 9, Work Environment-Level 9-3 -- 50 Points*

Danger of anesthetic agents exploding. Long range effect of exposure to such agents may be hazardous.

**TOTAL POINTS -- 2390**

## **NURSE PRACTITIONER, GS-0610-12, BMK # 1**

*Duties*

- Provides leadership in comprehensive nursing, preventative, and therapeutic health care service to patients and family members, in a community based primary care facility as the primary health resource at the facility.
- Secures a health and developmental history from the patient or parent; records findings and makes critical evaluation.
- Performs or requests special screening and developmental tests and laboratory tests and interprets the results.
- Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems.
- Makes decisions concerning medical care needs of patients with physicians as well as decisions regarding nursing care needs.
- Identifies and manages specific illnesses.
- Gives direct psychological nursing care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability.
- Identifies components of the nursing regimen that may be delegated to allied nursing personnel.

- Provides surveillance of adherence to medical and nursing regimens to stabilize chronically ill persons; adjusts regimens within established protocols recognizing when to refer the patient to the physician or other health team members.
- Works collaboratively with the physician in management of selected complex medical problems.
- Plans with other professional, and agencies involved in providing services to families, and where appropriate, coordinates the health care given.
- Provides full range of emergency services or crises intervention in the absence of the physician, including life saving emergency procedures in order to stabilize a patient sufficiently to transport to a hospital facility.
- Evaluates the nursing and medical aspects of care plans periodically, recognizing the need for reassessment by a physician or other health professionals.
- Provides health care and preventive services to healthy individuals, including guidance in nutrition, common illnesses, accidents, child growth and development, and child rearing.
- Evaluates total health care needs of patients and develops plans to meet these needs.
- Teaches patients and family members ways to maintain or improve their health status.
- Makes home visits when indicated to implement a care plan based on family needs.
- Participates with consulting physician in planning, instituting, evaluating and revising program plan; assists in determining conditions, resources, and policies essential to delivery of health care services.
- Develops protocol for the facility.
- Participates in and conducts studies relevant to health care and nursing needs of patients.
- Serves in a teaching capacity in the development of other health care workers.

*Factor 1, Knowledge Required by the Position-Level 1-7 -- 1250 Points*

- A professional knowledge of community health nursing principles, practices and processes including physical and emotional assessment, establishment of health and nursing care goals, construction and implementation of the care program, and evaluation of the results.
- Ability to collect, organize, record and communicate, in a meaningful way, data relevant to primary health assessments including a detailed family and medical history, a physical examination and selected laboratory tests.

- Ability to interpret special screening and developmental tests and selected laboratory findings.
- Skill in making diagnoses and in choosing, initiating and modifying selected therapies; and ability to provide emergency treatment as appropriate such as in cardiac arrest, shock or hemorrhage.
- Skill in working with groups for example: guiding families in the development of general problem-solving ability regarding health problems, assisting with training of health workers and health counseling.

### *Factor 2, Supervisory Controls-Level 2-4 -- 450 Points*

The nurse practitioner works alone or as a team leader of a multi disciplinary team. The extent and nature of the supervision varies with the setting and the particular kinds of patient problems the nurse is expected to encounter. The nurse is self-directed and has considerable independence and latitude to develop new procedures, practices and approaches. A physician is available by telephone or other telecommunication to provide assistance and guidance in unusual cases. The physician provides consultation on specific cases on a regular basis. Work is reviewed for effectiveness in meeting requirements.

### *Factor 3, Guidelines-Level 3-3 -- 275 Points*

Works within the framework of established guidelines which include protocols of care but is self-directed. However, guidelines are not completely applicable to every situation likely to be encountered. The professional nurse uses judgment in interpreting and, with some patient conditions, adapting guidelines. The nurse plays a significant role in initiating revisions in guidelines for the specialty as new knowledge and technical advances evolve.

### *Factor 4, Complexity-Level 4-5 -- 325 Points*

The work covers a complete range of health services including assessment of patients, evaluating the effectiveness of care and changing or modifying treatment. The nurse performs a variety of duties involving a broad range of activities including assessing, planning, evaluating and modifying the treatment of patients and families. The work involves counseling, teaching, coordination of services and participating with other disciplines in interpreting and evaluating the program. The work requires the development of new techniques and the establishment and revision of criteria for care. The nurse practitioner is the primary provider of health care in the community.

*Factor 5, Scope and Effect - Level 5-5 -- 325 Points*

The purpose of the work is to provide the full range of assessment of needs, planning for care, teaching and performance of routine and emergency procedures for patients and families. The nurse is primary health advisor to the community and local tribal government.

*Factor 6, Personal Contacts-Level 6-2 -- 25 Points*

Contacts are with patients, families, physicians and other health personnel, community resources, tribal officials, contract health personnel and facilities.

*Factor 7, Purpose of Contacts-Level 7-3 -- 120 Points*

Contacts with patients and families are to provide care, treatment and counseling. Contacts with physicians are for collaboration and consultation. Contacts with other health personnel are to exchange information, to provide education, and to provide consultation.

*Factor 8, Physical Demands-Level 8-2 -- 20 Points*

The work involves standing and bending in the assessment and treatment of patients.

*Factor 9, Work Environment-Level 9-2 -- 20 Points*

Work is usually performed in a clinic setting where exposure to infections and contagious disease is common and works with emotionally disturbed patients.

**TOTAL POINTS -- 2810**