

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

**PRE-PLACEMENT NURSE (ACS)****Duties and Responsibilities**

Under supervision, with latitude for independent action and decision-making, provides professional nursing care to children under the care and custody of the Pre-Placement Program from throughout the five boroughs of the City of New York. Performs nursing diagnosis and treats human responses to actual or potential health problems by means of such pediatric nursing methods and techniques as case findings, health teaching, health counseling, and the provision of care supportive to or restorative of life and well-being; performs related work.

**Examples of Typical Tasks****Assignment Level I**

Provide short term and long term care to children and youth from the five boroughs who are brought to ACS's Children's Center with complex medical and mental health issues prior to foster care placement.

Performs triage of children and youth brought or remanded to ACS' Children's Center or a borough field office to determine if they should be sent to the Children's Center or to the emergency room for further examination and treatment.

Work as a member of a health care team, consisting of a Pediatrician, Nurse Practitioner, Psychiatrist, Psychologist, Medical Assistants, and other health professionals.

Use nursing judgment and skills to help determine optimal care throughout the children's or youth's encounter with the Pre-Placement Program.

Identifies and discriminates between physical and psycho-social signs and symptoms and selects and performs those therapeutic measures which are essential for effective execution of the nursing medical regimen for assigned patients/clients.

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)Examples of Typical Tasks (continued)Assignment Level I (continued)

Develops implements and evaluates the nursing regimen for assigned patients/clients in the execution of any prescribed medical treatment.

Participates in departmental and inter-disciplinary conferences pertaining to policies and procedures affecting nursing practice.

Participates in determining conditions, resources and policies essential to the delivery of nursing care services.

Maintains professional competence through participation in continuing education and other appropriate learning experiences, consistent with Evidenced Based Nursing Practice.

Makes periodic rounds of children at the Children's Center to monitor status of their health and/or provide immediate healthcare needs.

As a member of a health care team develops/implements and monitors a comprehensive patient care program. Makes regular follow-up reports recommending appropriate modifications in individual service plans as the needs of the patients/clients change. Interprets and reports responses of patients/clients to appropriate members of the health care team.

Oversees case management services for children, including consulting with their primary care physician, dentist, psychologist, psychiatrist, ophthalmologist, and/or physical therapist and all other healthcare professionals.

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)Examples of Typical Tasks (continued)Assignment Level I (continued)

Makes appointments for children and follow-ups with caseworkers, primary care physician, pharmacies and/or parents or caretaker to gather children's medical history, for appropriate case management.

Acts as a Preceptor and provides one-on-one training to newly hired nurses, to ensure transition in accordance with Children's Center nursing operations with regards to care of children.

Determines and assigns those components of the nursing responsibilities which may be carried out by non-professional nursing personnel.

Instructs and supervises non-professional nursing personnel engaged in routine patient care.

Participates in defining, implementing, maintaining and interpreting standards of nursing practices.

Responds to crisis situations at the Children's Center, including assessing the condition of children placed in restraints as well as for children returned to the Children's Center from being AWOL, to assess their health status to determine their clearance to return to the general population.

In compliance with the HIPAA Act, takes measures to protect patient confidentiality.

Educate children and caretakers to ensure their understanding of medical conditions, medications and self-care skills.

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)Examples of Typical Tasks (continued)Assignment Level I (continued)

Consult, refer and collaborate on mental health issues with other disciplines involved in the care of the children especially the Mental Health team to include information on preventative measures.

Participates in development and maintenance of a system of evaluation of nursing care, practices and procedures, including evaluation of nursing personnel.

Interprets policies and objectives of agency nursing department to patients/clients, families and other groups.

Performs other professional nursing activities as delegated by nursing service administration.

When necessary or in the absence of their direct supervisor, may perform their duties and responsibilities.

Assignment Level II

Under managerial direction, with wide latitude for independent action and decision-making, in addition to performing duties of Assignment Level I may perform typical tasks such as the following:

Consults with Children's Center Clinic Manager on the best practice care of children and youth under their care.

Ensures overall direction of Pre-Placement Nursing unit by providing supervision, mentoring and evaluation of the of work performance of Pre-Placement Nurse (ACS) Assignment Level I.

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)Examples of Typical Tasks (continued)Assignment Level II (continued)

Makes daily rounds to inquire about children's health concerns, ensure work stations are covered at all times and daily documentation including nurse progress notes and assessments are completed.

Oversees, provides and implements orientation, staff development and continuing education activities for new nurse hires and experienced nurses on staff at the Children's Center.

Monitor staff to assure medication is administered appropriately, and complies with storage procedures and controlled substance regulations by enforcing program, operational and personnel policies and procedures.

Coordinates nursing staff schedules for assigned sites to ensure balanced schedule for all shifts.

Responsible for training of staff on the use of mental health screening tools and psychotropic medications and trains ACS and contracted agency staff on medical and mental health education.

Oversees maintenance of work stations, nursing supplies and equipment inventory by reviewing usage reports, identifying trends and anticipating needed supplies and equipment.

Coordinates and evaluates nursing service on all work shifts and prepares and provides reports on clinical activities.

## ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)Examples of Typical Tasks (continued)Assignment Level II (continued)

Provides specialized nursing services such as in psychiatric nursing or other specialty, to support comprehensive health assessments and identify needs; implement treatment protocols; patient education and care; consult, refer and collaborate on health issues and participate in meetings and conferences pertaining to policies and procedures affecting nursing practice.

Participates in the recruitment and selection of nurses for the Pre-Placement Program.

Qualification Requirements

A valid New York State License and current registration to practice as a Registered Professional Nurse. This license must be maintained for the duration of employment.

For Assignment Level II

For appointment to Assignment Level II, in addition to "1" above, all candidates must have a minimum of one (1) year of full-time experience as a licensed Registered Nurse.

Note:

Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report.

ADMINISTRATION FOR CHILDREN'S SERVICES (067)

PRE-PLACEMENT NURSE (ACS) (continued)

**Special Working Conditions:**

Pre-Placement Nurse (ACS) may/will be required to work shifts including nights, Saturdays, Sundays, holidays, and unexpected overtime.

**Direct Lines of Promotion**

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