VETERANS AFFAIRS MEDICAL CENTER

**FUNCTIONAL STATEMENT**

**REGISTERED NURSE: NURSE IV**

**I. ADMINISTRATIVE QUALIFICATION STANDARDS**

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| --- | --- | --- | --- | --- |
| **CITIZENSHIP** | **RN LICENSURE** | **EDUCATION** | **RN EXPERIENCE** | **OTHER** |
| United States | Current, full, active, and unrestricted in any US State, Commonwealth, Territory, or the District of Columbia | MSN or Master’s in related field with BSN (BSN required for  Nurse IV), or  MSN from Bridge Program (no BSN required) | 4 to 5 years | (Upon Appointment only) Satisfactory physical examination as determined by the Employee Health Unit  (Upon Appointment only) Verbal and written English language proficiency  Appropriate basic or advanced board certification desired |
| Doctoral degree in nursing or related field | 3 to 4 years |

All schools of nursing must be accredited by the appropriate State agency, and accredited by either Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE) at the time the program was completed.

**\*\*[NOTE**: ***Table cannot be changed]***

**II. GENERAL DESCRIPTION OF ASSIGNED DUTIES**

**Scope of Nurse IV:** The Nurse Scientist (NS) promotes research-related activities, publishes in refereed journals, and seeks funding to support research studies and/or programs. The NS provides leadership in an integrated research program(s) related to complex healthcare issues that influence the VA mission, health care and policy development to create a culture of evidence based nursing practice. The NS is responsible and accountable for the coordination and evaluation of integrated programs that may cross service and/or discipline lines and is most optimally integrated within an academic affiliate and/or a VA Center of Excellence .

The NS has substantial and continuing responsibility and accountability for planning, organizing, directing and controlling issues involving nursing research at their VA facility, responding to internal and external communications., maintaining knowledge of and communicating research activities through communication with VA and non-VA researchers, academic scholars and clinical colleagues.

The NS is responsible for administrative functions of his/her research studies or programs. He/she has the capacity to function as an administrator, educator. and consultant utilizing theory in collaboration with all services within clinical operations. The NS must establish and maintain effective relationships with all levels of medical center personnel and affiliated centers and relate effectively with customers, families and the community as well as program and service leaders at the local and network levels.

Key relationships with staff are needed to (1) Contribute ideas and recommendations for the establishment of standards of care, policies, and objectives for the enhancement of nursing organization-wide, (2 Collaborate with other health care staff to establish and maintain programs that cross service and/or discipline lines and influence organizational mission and health care; and

(3) Exhibits leadership that is characterized by substantial and continuous responsibility and accountability for population groups or integrated programs that cross service and/or discipline lines, influence organizational mission and health care.

The NS is also focused on training and mentoring the next generation of VA researchers. This position involves a full-range of complex programs/services essential to the mission of the specific VA health care system, VISN and VA Central Office. The NS is accountable for the success and outcomes of their program. This position:  (1) Assists clinical partners to carry out the functions and activities expected of them, (2) Mentors nurse colleagues and other health care providers to carry out the functions and activities related to research, (3) Contributes ideas and recommendations for the establishment of research standards of care, policies, and objectives for the enhancement of nursing and health services organization-wide, (4) Assists in policy-making activities as related to research in customer service and the overall functioning of administrative and clinical programs, and (5) Collaborates with other health care staff to establish and maintain research training programs that cross service and/or discipline lines and influence organizational mission and health care.  In addition, this position has a broad scope of responsibility, an ongoing program of study, a strong publication record and strong collaborative relationships with universities, with VA network(s) and facilities, and/or national research centers in VHA or private sector. The NS maintains an activerole in broad and complex research studies that have an impact on health care of the Veteran. The NS seeks and obtainsMerit Review, Nursing Research Initiative, Investigator Initiator Research, QUERI, CDA, or other equivalent level funding (NIH, AHRQ, NSF, private foundations, etc.) for their research.

XXVAMC is a is a Level 1a major interdisciplinary teaching facility with service-lines serving medical, surgical, and neurological inpatients and outpatients, with a Level III Emergency Department, and multiple community-based outpatient clinics (CBOC). There is a large outpatient psychiatric population, with admissions for medical co-morbidities. Home-Based Primary Care nursing care is also provided. (NOTE: THIS SECTION SHOULD BE CUSTOMIZED FOR YOUR FACILITY)

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**FUNCTIONAL STATEMENT ISSUED:**

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**Employee’s Signature**

**IMMEDIATE SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor’s Signature**

*File a signed receipted copy in the RN’s competency folder.*

**III. ROLES**

The NS may be placed in differing roles. These roles include, but may not be limited to:

1. Chief Nurse for Research
2. Health Research Scientist (NOTE THIS IS A GS JOB TITLE)
3. Associate Chief for Research and Evidence Based Practice

NOTE: These are different roles and different job descriptions within VHA designed for those qualified and interested in being a Nurse Scientist. It is not optimal to combine the Nurse Scientist role with other roles/positions. Responsibilities must be tailored to the facility and if combined, percentage of assignment (research focus or mixed focus) must be discussed, evaluated, and maintain for long-term success.

**IV. FUNCTIONS OF ASSIGNED DUTIES: PRACTICE QUALIFICATION STANDARDS**

**NOTE:** Supervisors can attach specific position duties as needed to this Functional Statement.

**DIMENSION OF NURSING PRACTICE: PRACTICE**

**PRACTICE -- Uses an analytical framework, such as the nursing process, to create an environment that facilitates the delivery of care. Coordinates and evaluates integrated programs or demonstrates clinical excellence in management of population groups. NOTE DIMENSION DEFINITIONS CANNOT BE CHANGED**

1. Provides research input in the strategic planning, budget, mission, operational planning and policy development for local and network efforts.
2. Utilizes current trends and relevant theories in an analytical framework to design/modify, implement and measure integrated research programs and activities to achieve clinical and administrative goals of the medical center and/or network. Evaluates outcomes against strategic priorities.
3. Uses analytic frameworks to create an environment that facilitates the delivery of care. Evaluates integrated programs or demonstrates clinical excellence in management of population groups.
4. Demonstrates substantial and continuous responsibility for directing and managing a research program.
5. Provides executive input in the strategic planning, budget, mission, operational planning, and policy development for local and network efforts related to research agenda.
6. Consultant to medical center staff and greater community in areas of expertise.

**ETHICS -- Provides leadership in addressing ethical issues that impact patients and staff in or beyond the organization and the local health care community.**

1. Identifies and enforces boundaries of individual or organizational ownership of research and program materials, developed within the nursing research program.
2. Complies with ethical standards for the conduct of research and insures compliance of others in nursing research.
3. Provides consultations to others regarding the ethical conduct of research in the VAMC and VISN.
4. Provides leadership in the development of policies and systems to devise strategies that will enable the organization to successfully manage bioethical issues and protect patient and family rights.
5. Adheres to and promotes patient privacy and cyber security as stated in the VHA/Medical Center policies. Ensures application of institutional policy to protect information from unauthorized release, loss, alteration, or deletion.
6. Attends to issues of inclusion, health disparities and the promotion of equity in all decisions regarding research, considering the potential for discrimination based on race, color, religion, gender, age, national origin, disability, and sexual orientation.

**RESOURCE UTILIZATION –Designs, modifies, and implements systems compatible with professional standards and within the mission and the goals of the organization to improve the cost-effective use of resources.**

1. Recommends new projects and assesses and makes recommendations for resource needs for clinical, administrative and/or research programs as appropriate (staff and supplies/equipment).
2. Provides input for determining budgetary requirements in line with organizational funding.
3. Responsible for allocating program’s resources and monitoring in compliance with program goals.
4. Manages program resources (financial, human, material, or informational) to facilitate safe, effective, and efficient care: (a) Works to obtains funding to expand nursing research programs, (b) Works collaboratively to prepare and manage budgets for research projects through the office of research and development, (c) Develops research and program evaluation projects that demonstrate effective use of resources, (d) Initiates and participates in the planning and management of budgets for funded studies. Aggregates data and participates in the budget process to plan for current, emerging, and future resource requirements (financial, human, materiel and/or informational).
5. Provides leadership in determining allocation of resources (financial, human, materiel and/or informational) based on patient care systems that produce high quality outcomes.
6. Manages the resources (financial, human, materiel and/or informational) of a complex program or service in a manner which applies professional standards of practice in the most effective, efficient method resulting in favorable outcomes.

Conserves resources effectively by using supplies and equipment in a responsible manner. Will ensure employees follow appropriate standard operating procedures related to the equipment, devices, and work practices that impact or have the potential to impact the environment.

**DIMENSION OF NURSING PRACTICE: PROFESSIONAL DEVELOPMENT**

**EDUCATION/CAREER DEVELOPMENT – Develops staff for career progression. Forecasts new knowledge needs for changing practice environments/population groups. Plans, implements, and evaluates strategies to meet those needs.**

1. Mentors and/or precepts staff.
2. Maintains knowledge of current research trends, and professional issues: (a) Assists and guides nurses in the research process from identification of questions through implementation of findings, presentations, and publication, (b) Mentors others in formal research career development activities, (c) Assesses and provides for own educational needs to ensure competence in current and future functional role responsibility in a dynamic health care environment, (d) Keeps abreast of research and relevant clinical information to identify research needs and implement changes in policy and practice, (e) Collaborates in establishing and supporting a system for the recognition of research-related accomplishments and achievements.
3. Supervises/Mentors/Precepts staff and/or students. Performs annual review for research staff hired specifically for grants where NS is PI.
4. Ensures that the research education and training programs to meet the needs are in place and effective.
5. Participates in community and professional organizations.
6. Maintains knowledge of current techniques, trends, and professional issues to enhance own performance through continuing education, review of current literature, and/or professional affiliations.
7. Acts as a resource for staff in identifying and supporting opportunities for research career development .

**PERFORMANCE – Implements standards of professional practice and accrediting bodies and applicable regulations.**

1. Role model standards of professional practice, assesses, implements, and evaluates professional standards of clinical practice and ensures compliance with accrediting and regulatory bodies.
2. Evaluates and updates functional statements, position descriptions, and competencies for areas of responsibility. Ensure that staff performance evaluation is timely and accurate with monthly monitoring.
3. Manages complex personnel matters while maintaining the dignity of the constituents and upholding the intention of governing directives.
4. Serves as a catalyst to utilize cultural diversity to enhance professional development, productivity and performance improvement.
5. Promotes a positive image of VA research within the medical center and in the community.
6. Implements standards of research within a framework of applicable regulations: (a) Participates in establishing research goals, objectives, standards of practice and medical center and network policies that are relevant to research, (b) Follows standards for scientific inquiry, (c) Assures that other researchers on the research team follow standards for scientific inquiry, (d) Assesses research practices and program policies/procedures that ensure that they are in compliance with standards of research and regulatory bodies at local, network, and national levels

**DIMENSION OF NURSING PRACTICE: COLLABORATION**

**COLLABORATION –Demonstrates leadership in developing productive working relationships with groups in other programs, services, academic settings, and community settings.**

1. Provides a leadership role in professional, community, and governmental bodies that shape health care policy, contributing to the development/improvement of the healthcare delivery system and better patient outcomes.
2. Develops systems and processes to support staff participation in interdisciplinary work groups. Fosters a climate for practice that enhances job satisfaction through mutual responsibility for productivity and quality improvement.
3. Manages planned and imposed change in an effective manner, assisting the consumer within the organization and/or community to move through the change process.
4. Actively supports and role-models Patient-Family Centered Care concepts.
5. Collaborates with staff, other professional disciplines, faculty and peers in developing, conducting and evaluating research activities and programs: (a) Provides consultation on the development and implementation of clinical studies, and utilization of research, (b) Serves as a consultant about research procedures and protocols, funding opportunities, publishing resources, and presentations of research, (c) Establishes formal and informal relationships with the research community and other investigators at the local, regional, and/or national levels. .

Actively participates on selected medical center committees, such as the Research & Development Committee, IRB, and national program committees.

**COLLEGIALITY –Contributes to the professional growth and development of colleagues and other health care providers at the local, state, regional, or national level.**

1. Develops, implements, and maintains formal and informal communication systems with a wide constituency of colleagues.
2. Solicits and synthesizes input from all levels of staff and addresses issues and barriers that impact on quality of care, productivity, and professional development.
3. Shares expertise within and/or external to the organization by leading interdisciplinary groups such as committees, task forces, projects, formal teaching, publishing, or professional activities.
4. Establishes and/or maintains effective collegial relationships within the service, between services, within administration and with other leaders in the larger health care community.
5. Exhibits leadership within the profession through involvement in professional organizations or by maintaining an academic appointment.
6. Shares clinical/professional expertise with others within the facility, VHA and/or community through consultation, presentations, publication or participation in professional organizations.
7. Serves as a resource for the development, interpretation, and communication of research standards, policies and/or procedures as demonstrated through mentorship of other nurses and interdisciplinary team members.
8. Develops mechanisms to promote communication about research and to recognize research achievements.
9. Participates in grant reviews, peer review journal articles and abstract/presentations on local, regional and national levels.

**DIMENSION OF NURSING PRACTICE: SCIENTIFIC INQUIRY**

**QUALITY OF CARE –Provides leadership in improving and sustaining the quality and effectiveness of care in diverse or complex programs.**

1. Identifies outcomes, which require investigation for improvement, or may participate quality improvement teams to collect data, analyze results, and design practice changes to improve outcomes and evaluate project outcomes.
2. Evaluates the quality of care, utilizing process, structure and outcome criteria.
3. Initiates and/or assists in studies of patient care or administrative issues; oversees or participates in data collection, analysis and interpretation.
4. Identifies opportunities for improvement that requires interdisciplinary collaboration and develops, implements, and evaluates plans that result in improved patient care and/or productivity of providers at the program, service, or facility level.

**RESEARCH -- Collaborates with staff, other disciplines, faculty, and peers in developing, conducting, and evaluating research activities and programs.**

1. When actively involved in research, develops the role of principal investigator on funded research studies and seeks funding to contribute to scientific knowledge.
2. Establishes processes to present and share unit-based, service/program-wide and/or organizational research and evidence-based performance activities.
3. Collaborates with staff, other disciplines, faculty, academic affiliates and peers in developing, conducting and evaluating research activities and programs.
4. Provides leadership in developing and evaluating a program of research and disseminates results in presentations and publications of research activities.
5. Interprets findings of appropriate studies and makes recommendations based on the data analysis.
6. Promotes implementation research directed toward the improvement of health services to Veterans and their families.
7. Uses scientific methodology to analyze and evaluate the effectiveness of current standards of care and practice.
8. Develops a research program and research utilization programs in a specific area of interest that are congruent with the organization’s mission and goals.

**V. SUPERVISORY CONTROLS**

Refer to the service Organizational Chart for the supervisory chain of command and the location of the position. Supervises staff specifically hired to conduct NS research.

**VI. AGE, DEVELOPMENT, AND CULTURAL NEEDS OF PATIENTS**

The population of male and female Veterans served ranges from the adult, age 18, to the elderly adult, age 65 and over. Age-related and cultural interventions appropriate to the cognitive, physical, and emotional needs will be employed at all times, tailored to the individual patient, incorporating knowledge of changes associated with aging and principles of growth and development.

**VII. CUSTOMER SERVICE REQUIRMENTS**

XXVAMC employs patient-family centered care principles. The incumbent practices good customer service in all work activities.

**IX. COMPUTER SECURITY REQUIREMENTS**

The incumbent consistently adheres to information security policies and procedures and complies with all provisions of the access security agreement. Reports all known information security incidents or violations to the Information Security Officer immediately. Reports all known privacy incidents or violations to the Privacy Officer immediately. Compliance is measured by supervisory observation and periodic random monitoring by the Information Security Officer or Office of Information Technology staff. Major violations such as loss of or unauthorized release, alteration, or deletion of sensitive data are unacceptable.

**X. SAFETY**

**Environment of Care:** Monitors OSHA goals for Life Safety Management, health and the environment procedures; reviews hazardous materials/Material Safety Data Sheets (MSDS)/waste management, fire protection; implements and monitors Emergency Preparedness plan.

**Infection Control:** Monitors compliance with infection control practices for disease prevention (i.e. hand washing, standard precautions, and isolation procedures, including TB requirement/precautions.

**Health and Safety:** Fosters a high profile of the VA Occupational Safety and Health Program by assuring employee awareness of potential safety hazards, promptly reporting all injuries and ensures supervisors are effective in corrective actions necessary to eliminate safety and health hazards in the work area.

**XI. ON-GOING EDUCATION AND TRAINING/COMPETENCY VALIDATION**

Incumbent will be self-directed in completing orientation and on-going mandatory education. Ensures subordinates complete competency reviews where applicable.

**XII. PHYSICAL DEMANDS**

This position requires potentially long periods of continued walking, standing, and sitting. The incumbent may be exposed to infected patients and contaminated materials and may be required to don protective clothing. The incumbent may occasionally be exposed to patients who are combative secondary to delirium, dementia, or psychiatric disorders. The incumbent must be a mature, flexible, sensible individual capable of working effectively in stressful situations, able to shift priorities based on patient needs. Must complete annual Employee Health requirements, such as annual TB screening or testing, as a condition of employment. In the performance of duties, the incumbent may be required to drive and/or ride in GSA-vehicles.

**XIV. OTHER FACTORS**

Promotes a psychologically safe, patient safety-oriented environment for employees where constructive professional discourse is welcomed and considered in care and operational decisions. Incumbent may be a Purchase Card Approving Official or Control Point Approving Official, who must fulfill all required actions. National board certification in nursing administration is strongly encouraged. Will be rated under the Executive Career Field (ECF) rating system. This position is boarded by the VISN 7/8/9 Nurse Professional Standards Board.

**XV. REFERENCES**

The state Board of Nursing, Nurse Practice Act, Article 1, General Provisions, Definitions.

American Nurses Association (ANA) Code of Ethics for Nurses.

American Nurses Association (ANA) Scope and Standards for Nurse Administrators.

Patient and Family-Centered Care, Institute for Family-Centered Care.

Plaintree Incorporated, Patient-Centered Care.

VA Handbook 5005, Part II, Appendix G6, Nurse Qualification Standard.

Brant, J. M. (2015). Bridging the Research-to-Practice Gap: The Role of the Nurse Scientist. *Seminars in Oncology Nursin*g, 31(4), 298-305.

Ellenbecker, C. H. (2017). Conducting Nursing Research to Advance and Inform Health Policy. *Policy, Politics, and Nursing Practice, 17(4), 208-217*.

Goshin, L. S. and Colbert, A. M. (2016). Nursing Science to Improve Health Equity and Human Rights in the Criminal Justice System. *Nursing Research, 65(2), E94-E95*.

Hastings C., Fisher, C.A., McCabe, M.A., National Clinical Research Nursing Consortium, et al. (2012). Clinical research nursing: a critical resource in the national research enterprise. *Nursing Outlook, 60(3):149-156.e1-3*.

Ulrich, C. M., Wallen, G. R., Naixue, C., Chittams, J., Sweet, M. and Plemmons, D. (2015). Establishing good collaborative research practices in the responsible conduct of research in nursing science. *Nursing Outlook, 63(2), 171-180.*