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| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**Nursing |
|  **SUPERVISOR SECTION** |
| *Employee Name:* | *Supervisor Name* |
|       |       |
| 1. **Comments**
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| *Comment on the accuracy of the information provided by the employee throughout the CBQ.* |
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| 1. **Scope & Complexity of Position**
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| *What are the most important aspects of this position?* |
| * +
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| *What are the most complex aspects of this position?* |
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| *If this employee is specialized or considered the technical expert in a specific area(s) of nursing, describe those area(s) and the complexity of the area(s).*  |
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| 1. **Career Path**
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| *What previous experiences are needed for employees filling this position?* |
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| *What is the next position that people in this job typically move to?* |
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| *What positions are perceived to be similar in scope and complexity to this position?* |
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| 1. **Qualifications**
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| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?*  |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |

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| 1. **Does this employee (check all that apply):**
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| [ ]  | Conduct assessments of individuals to determine needs. |
| [ ]  | Develop plan of care and measurable outcomes to meet identified needs of individuals. |
| [ ]  | Seek guidance and advice from more experienced colleagues and is focused on gaining the knowledge and experience to perform more independently and participate in work of higher complexity. |
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| [ ]  | Conduct or review assessments of families or other populations. |
| [ ]  | Conduct ongoing assessments of care delivery processes. |
| [ ]  | Research and analyze alternative interventions. |
| [ ]  | Initiate, coordinate, and facilitate the collaboration of healthcare team members. |
| [ ]  | Review records, practices, and/or operations to assess the quality of care. |
| [ ]  | Review and assess effectiveness or compliance of multi-disciplinary care interventions. |
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| [ ]  | Provide specialized or advanced nursing services, either directly or indirectly and serve as a technical resource. |
| [ ]  | Analyze data and research findings, or assessment findings to determine approaches and strategies to meet needs. |
| [ ]  | Coordinate plan of care to meet identified needs and measurable outcomes. |
| [ ]  | Interpret standards of practice to ensure quality implementation. |
| [ ]  | Recommend public policy to improve quality of care. |
| [ ]  | Assess appropriateness and analyze, evaluate, and document healthcare practices through quality assurance. |
| [ ]  | Provide the structure, role development, policies and procedures for programs and/or healthcare team operations. |
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| [ ]  | Lead a team and coordinate work responsibilities of professional and vocational staff within a specific healthcare unit or area. |
| [ ]  | Have both technical and administrative responsibilities for staff. |
| [ ]  | Formally supervise others (i.e., have responsibility for selection, performance appraisal, and disciplinary action), |
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| [ ]  | Coordinate work responsibilities and leads teams comprised of primarily professional staff. |
| [ ]  | Provide day-to-day supervision within many healthcare units or program areas. |
| [ ]  | Contribute to multidisciplinary policy decisions. |
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| [ ]  | Lead and integrate a number of technical/professional teams. |
| [ ]  | Have direct/indirect nursing and administrative responsibility for a healthcare agency or program where coordination of activities across all units or program areas is required. |
| **Supervisor Signature:** | **Date:** |