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| **STATE OF SOUTH DAKOTA**  **Career Banding Questionnaire**  Nursing | |
| **SUPERVISOR SECTION** | |
| *Employee Name:* | *Supervisor Name* |
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| 1. **Comments** | |
| *Comment on the accuracy of the information provided by the employee throughout the CBQ.* | |
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| 1. **Scope & Complexity of Position** | |
| *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** | |
| *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** |
| *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):** | | |
|  | 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:** |