



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 3033

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**CHIEF NURSING OFFICER  
DEPARTMENT OF CORRECTIONS AND REHABILITATION**

GRADE O

**SCOPE OF WORK:**

Work involves management and administration of nursing and coordination of medical services to incarcerated adults and juveniles within all facilities of the North Dakota Department of Corrections and Rehabilitations (DOCR).

**DUTIES PERFORMED:**

- Develop, implement, and maintain mission statement, goals, policies and procedures for DOCR medical services ensuring compliance with federal and state laws and standards.
- Manage DOCR nursing/medical units and administrative staff located at the North Dakota State Penitentiary, James River Correctional Center, Missouri River Correctional Center, and the Youth Correctional Center.
- Oversee contracts and coordinate medical services to incarcerated male and female inmates.
- Provide for development and training of all staff within the medical services units; review staffing needs within nursing/medical units.
- Serve as point of contact regarding all issues related to adult and youth medical care in DOCR facilities.
- Coordinate inmate medical services with DOCR and contracted providers, physician activities and/or primary care, dental, optometry, pharmacy, laboratory, radiology, physical therapy, and psychiatric services.
- Coordinate quality improvement process for nursing/medical services.
- Investigate and answer all grievances pertaining to medical care of incarcerated adults and juveniles, make necessary adjustments in medical units, if warranted.
- Work with internal and external stakeholders regarding risk management issues and medical services policies.
- Participate in DOCR long range strategic planning.
- Provide recommendations and input to the biennial medical services budget; review expenditures and monitor budget status.
- Conduct meetings with DOCR directors and medical staff to review and resolve issues.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in nursing or health care administration and five years of work experience managing staff and resources in providing nursing or health care services.

Effective Date: 08/04

Rev: 12/07 – updated scope of work, duties, min quals, factoring, and grade

Rev: 07/12 – Conversion to Hay System

Rev: 05/17 – updated title, scope of work, duties, and minimum qualifications; reevaluated factoring and changed grade.