

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Registered Nurse-E	<b>10. Division</b> Nursing Services
<b>5. Working Title (What the agency calls the position)</b> Registered Nurse-E (P11)	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> THOMAS, LASONYA L; REGISTERED NURSE MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TADSEN, DENISE A; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / AM, PM or Midnight Shift as assigned

**14. General Summary of Function/Purpose of Position**

This is the experienced level Registered Nurse position. This position performs a full range of nursing assignments in a full functioning capacity. This position will perform general nursing care services within the legal scope of nursing practice and standards developed by the profession, Nurse Practice Act, and regulatory agencies. This position provides nursing care through the application of policies, procedures, standards and protocols within the Registered Nurse scope of practice. Independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.

**(THIS IS A TEST DESIGNATED POSITION)**

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 25**

Conducts baseline physical and mental assessments of patients, formulates required nursing diagnoses and interaction strategies and contributes to the care plan/IPOS.

**Individual tasks related to the duty:**

- Conducts interview and gathers history to determine patient problems, needs and nursing diagnosis.
- Interprets information to formulate nursing plan of service.
- Reports findings to interdisciplinary team.
- Utilizes data obtained from assessment to formulate intervention plans and appropriately reassesses as necessary.
- Collaborates with interdisciplinary team and the patient to develop the IPOS.
- Implements nursing care identified in IPOS.
- Participates in patient-centered planning.
- Documents assessment data and interventions completely, effectively and in a timely fashion per hospital policies and guidelines.
- Demonstrates good clinical judgment in prioritizing quality patient care.

**Duty 2**

**General Summary:**

**Percentage: 30**

Administers medication to patients using assessment skills. Maintains patient safety with the assistance of the Forensic Security Assistants who are present during medication pass.

**Individual tasks related to the duty:**

- Processes physician's orders.
- Acquires medication from Pharmacy.
- Complies with Joint Commission (JC), MDHHS, and hospital medication standards and policies during medication administration process.
- Assesses patient's needs for and effectiveness of medication and documents such per procedure.
- Maintains nursing medication records.
- Observes patient for side effects of medication.
- Maintains patient safety standards regarding medication process.
- Reports medication errors.

**Duty 3**

**General Summary:**

**Percentage: 20**

Implements already established physical health programs and group therapy sessions. Conducts groups to increase patient socialization skills and functional skills. Over the course of the P11 year begins to develop new programs and group therapy sessions specific to their unit's patient population.

**Individual tasks related to the duty:**

- Implements physical health programs for patients.
- Implements group therapy sessions to help patients understand their symptoms and those of their peers.
- Conducts groups to increase patients' socialization skills.
- Conducts groups to increase patients' functional skills.
- Conducts medication groups for patients.
- Documents patient participation and progress per charting guidelines.

#### Duty 4

##### General Summary:

Percentage: 25

Performs necessary functions such as CPR, First Aid, administering treatments and monitoring the special physical problems of the chronically ill. Requires assistance in the seclusion/restraint process upon hire from the Registered Nurse Manager but becomes more skilled and increasingly independent in this area over the course of the P11 year.

##### Individual tasks related to the duty:

- Performs all nursing functions as stated in hospital policies, i.e., seclusion, restraints, etc.
- Performs all nursing shift duties as described in Nursing Procedure Manual.
- Administers CPR and First Aid as needed.
- Monitors special physical problems of chronically ill patients.
- Administers all treatment as prescribed by the physician.
- Documents nursing observations, interventions in accordance with charting guidelines.
- Maintains nursing skills and competencies as described in Nursing Procedure Manual.
- Performs tasks related to Performance Improvement goals and government regulatory requirements of CLIA.
- Maintains medical equipment and supplies within their control including monitoring use, usability, and presence.

#### 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Assesses physical care and patient needs, including, short and long term care. Patients are affected by this decision.
- Ability to call for an ambulance. Patients are affected by this decision.
- Seclusion and restraint, physical and mental health assessment and readiness for release which affects patient and unit milieu.

#### 17. Describe the types of decisions that require the supervisor's review.

Nursing decisions that fall outside of established procedures and policies.

#### 18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical activities of the job are standing, sitting, lifting to 25 pounds. You require digital dexterity, repetitive use/movement of hands and ability to read small print to administer medications. The ability to work all three shifts and provide mandatory overtime coverage in emergencies. You must be able to perform CPR in an emergency. You need to be able to stand 50% of the time, climb stairs 10%, and sit 40% of the time without any ill effects. You need to be able to walk or run if the need arises. The nurse may be exposed daily to patient verbal and physical aggression, biohazardous waste, hazardous chemicals, and to needle exposure injuries.

#### 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Management prepared.

**23. What are the essential functions of this position?**

Direct care of patients both physical and emotional. Carries out nursing duties on assigned unit. Assesses, documents, integrates and implements individual nursing care plans for each patient. Performs nursing duties as assigned by supervisor. Instructs in-service programs when indicated.

Work requirement – 8.0 hours/day or a minimum of 40 hours/week, must be available to work overtime.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position.

**25. What is the function of the work area and how does this position fit into that function?**

The Department of Health & Human Services, Center for Forensic Psychiatry is a high risk/secured environment forensic psychiatric hospital accredited by the Joint Commission. The patients are forensically adjudicated mentally ill individuals who can be a danger to themselves and others. Their behavior may be unpredictable for a variety of reasons, including pending court hearings or legal determinations, active symptoms of their mental illness, or other factors. This position would have direct contact with the above-mentioned patients on a daily basis to ensure they receive nursing care according to policies, procedures, standards and protocols.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

**Registered Nurse P11-13:**

Possession of a diploma, associate's, bachelor's, or master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

**Registered Nurse 14:**

Possession of a master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

**EXPERIENCE:**

**Registered Nurse P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of general nursing principles and practices.
- Knowledge of current nursing technology and methods.
- Ability to assess the effectiveness of nursing care, and to recommend changes to nursing care programs or methods.
- Ability to administer medications and implement treatment plans
- Effective interpersonal and communication skills (verbal and written)
- Computer skills related to use of Electronic Medical Record and Electronic Medication Administration Record.
- Additionally, as listed on the Civil Service Job Specification.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a Michigan license in good standing as a registered nurse.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

EMILY WILLIAMS

6/23/2020

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date