

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-HANDLON MI TRAINING UNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services (BHCS)
4. Civil Service Position Code Description Practical Nurse Licensed-E	10. Division Southern Region
5. Working Title (What the agency calls the position) Practical Nurse Licensed-E, Grade E9	11. Section Health Care Services
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-2 13	12. Unit Health Care
7. Name and Position Code Description of Second Level Supervisor ; REGISTERED NURSE MANAGER-4 15	13. Work Location (City and Address)/Hours of Work 1728 W. Bluewater Highway; Ionia, MI 48846 / Mon-Fri 8:00am to 4:30pm
14. General Summary of Function/Purpose of Position Functions as staff nurse under the direction of a registered nurse supervisor. This position will provide support services to the medical service providers (MSP) and assist with clinic activities. Works 100% of the time with prisoners in a level I/III/IV facility. This is a random alcohol and drug tested 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: 65**

Provides support services to the medical service providers (MSP).

Individual tasks related to the duty:

Reviews the health records, prior to MSP appointments, insuring previously ordered diagnostic testing results, medication administration records, flow sheets, etc. are available for review. Provides forms required for the appointment, as indicated. Prepares the patient for the appointment, documenting subjective data. Obtains and documents objective data including but not limited to vital signs, peak flow rates, pulse oximetry and finger sticks, as indicated for the visit. Provides treatments and changes dressings as ordered by the MSP. Obtains and signs for critical tools required for the appointments. Insures the MSP has completed the necessary documentation and brings the record to the noting nurse. Documents the MSP data for MSP monitoring.

Duty 2

General Summary: **Percentage: 15**

Assists with clinic activities

Individual tasks related to the duty:

Completes the critical tool count. Assists with minor surgical procedures, documenting surgical tool usage. Oversees cleaning of the examination and treatment rooms. Stocks the over-the-counter medications (OTC), forms and supplies. Assists in obtaining vital signs and providing treatment under the direction of a RN or MSP.

Duty 3

General Summary: **Percentage: 10**

Administers medications under the direction of a registered nurse or medical service provider.

Individual tasks related to the duty:

Checks the patient identification card against the medication administration record and medication containers. Administers medication, following the five rights of medication administration. Checks the health record, before administering any medication administration. Checks the health record, before administering any medication, if questions arise regarding the medication. Document the medication administration. Cleans medication area and sets up supplies for the next medication line. Consults with the registered nurse or medical service provider if questions arise.

Duty 4

General Summary: **Percentage: 5**

Follows departmental policy and procedure, guidelines, and rules.

Individual tasks related to the duty:

Reads required policy and procedures. Carries personal protective equipment. Maintains control of keys and radio. Maintains a professional working relationship with prisoners and all staff. Adheres to custody and security rules within the facility.

Duty 5

General Summary: **Percentage: 5**

Attends and participates in training and meetings.

Individual tasks related to the duty:

Completes mandatory training annually. Attends in-service training, as scheduled. Attends and participates in staff meetings. Other duties as assigned.

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

The licensed practical nurse performs his/her duties under the direction of a registered nurse or medical service provider. S/he may perform routine tasks independently, referring patients to a RN if assessment or planning are necessary.

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

Decisions having significant legal or financial impact. Decisions that might affect the functioning of the entire health care clinic and questions related to policy and procedure.

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.

Constant physical activity; standing, stooping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, walking, running, bending. Daily contact with prisoners, while working inside a secure perimeter, 100% of the work day. Hazards related to working with persons with communicable diseases (AIDS, TB, Hepatitis, ect.)

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

The statements are accurate.

23. What are the essential functions of this position?

Functions as staff nurse under the direction of a registered nurse supervisor. Position will provide support services to the medical service providers (MSP) and assist with clinic activities.

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?

Health Services provides for the health care needs of the prisoner population at the Richard A. Handlon Correctional Facility. This position will support the registered nurses and the MSP positions, enabling clinic staff to see prisoners more efficiently.

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

EDUCATION:

Graduation from an accredited practical nurse education program

EXPERIENCE:

No specific amount or type is requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of nursing principles, practices, and techniques. Ability to work with and communicate with the prisoner population. Ability to function as a team member. Strong communication skills to interact with other health care staff, custody staff and other disciplines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed by the State of Michigan as a Licensed Practical 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.

None

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

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