

<b>Position Code</b> 1. STDIVADM69N
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>
	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	KALAMAZOO PSYCHIATRIC HOSPITAL
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
STATE DIVISION ADMINISTRATOR 17	NURSING ADMINISTRATION
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
DIRECTOR OF NURSING - STATE DIVISION ADMINISTRATOR 17	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
SENIOR EXECUTIVE HOSPITAL DIRECTOR 18	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
SENIOR MANAGEMENT EXECUTIVE 19	1312 Oakland Dr., Kalamazoo, MI 49008 / Monday-Friday; 8 am – 5 pm

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

The Director of Nursing position is responsible for the psychiatric hospital's nursing administration and clinical nursing services. This position provides leadership, direction and supervision to nursing staff. The Director of Nursing is responsible for assuring patients receive quality and timely treatment through nursing staff, including nurses, nurse managers and residential care aides, seven days a week 24 hours a day. The Director of Nursing develops, implements and evaluates the nursing services, policies and programs assuring compliance with accreditation standards, state and federal laws/regulations, and hospital operating guidelines. This position is a key member of the hospital's executive leadership and decision making for the hospital.

**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 of Duty 1                      % of Time 35

Responsible for the development, implementation and evaluation of nursing services and compliance.

Individual tasks related to the duty.

- Collaborates with the hospital director and hospital leadership team on implementation of nursing services and quality improvement of clinical services.
- Develops and utilizes performance improvement and quality assurance data to improve operations and services within the hospital.
- Manages the nursing care delivery system including evaluates and modifies as needed.
- Manages patients' nursing care, treatment and nursing staff, including nurses, nurse managers and residential care aides, seven days a week 24 hours a day.
- Ensures nursing care and treatment is provided according to the clinical orders, individual plan of service and that the treatment is documented in the electronic medical record.
- Develops and maintains a culture that respects patients and understands the needs and behaviors of individuals with mental illness.
- Provides excellent written and verbal communication with nursing staff on a regular basis in patient care areas, trainings, meetings, and emails.
- Directs and manages the nursing components of admissions, transfers, and discharges of patients.
- Assures nursing operations and staff are complying with accreditation standards, state and federal laws/regulations and hospital operating guidelines.
- Participates and leads accreditation reviews, grievance complaints, incident reports, and recipient rights violation corrections.
- Develops and implements nursing policies, guidelines and trainings for hospital leadership and staff.

Duty 2

General Summary of Duty 2                      % of Time 30

Provide leadership, direction, support, and supervision to nursing administration and hospital staff.

Individual tasks related to the duty.

- Develops and monitors the nursing administration operations, staffing, budget, and resources.
- Works collaboratively with hospital administration on maintaining adequate supplies, staffing and budgets.
- Provides leadership to nursing staff including nurses, nurse managers, residential care aides and administrative employees.
- Assists with contracts and budget assignments for the hospital.
- Develops and maintains a positive and supportive work environment through role modeling, staff input and regular staff engagement.
- Conducts administrative and clinical supervisory sessions for nursing managers and staff.
- Manages the hiring process of developing/updating position descriptions, selection plans, interview and hiring process while ensuring equal employment opportunities and abiding by all policies/regulations.
- Develops a system for providing and monitoring employee evaluations.
- Administers corrective and disciplinary actions, as needed, and supports managers through them too.
- Assesses, modifies, and approves staffing schedules, assignments, and overtime to align with need,

budget and policies/regulations.

- Monitors and approves/denies time, attendance and leave requests.
- Plans, develops and leads employee and management initiatives and training for nursing staff.
- Provides reports and updates to the hospital director on status of nursing administration staff skills, progress, challenges and solutions.
- Represents Kalamazoo Psychiatric Hospital nursing administration with union representatives and in formal labor-management meetings.

Duty 3

General Summary of Duty 3                      % of Time 20

Manage the development and implementation of hospital nursing trainings and policies, other assignments as requested.

Individual tasks related to the duty.

- Develops and maintains relationships with university and college nursing programs to provide student educational opportunities, create a talent pipeline, and keep the nursing standards and practices current at the hospital.
- Utilizes quality improvement nursing care and treatment plans to inform training and educational needs of the staff.
- Develops, implements and evaluates the annual training program provided to staff with an emphasis on patient care and treatment, state and federal regulations and accreditation standards.
- Ensures the hospital orientation includes all aspects of care, treatment, administration and resources for employees.
- Collaborates with the hospital director on trainings, speakers and partnerships for keeping knowledge, skills and abilities up to date.
- Attends community, regional and state conferences, as needed.
- Reviews and updates policies and guidelines to align with state and national regulations, accreditation standards and corrective action plans, incidents, and grievances, at a minimum annually.
- Establishes committees, short term workgroups and/or teams to develop, implement and/or monitor trainings and policies.
- Participates in MDHHS and hospital meetings, committees, and workgroups, as requested.
- Collaborates with MDHHS state hospitals on standardization of treatment and services, policies/guidelines, and trainings.
- Completes all assignments, as assigned.

Duty 4

General Summary of Duty 4                      % of Time    15

Represent the hospital with provider and advocacy organizations, accreditation agencies, and state agencies.

Individual tasks related to the duty.

- Collaborates and maintains favorable relationships with provider organizations and advocacy organizations, including working through challenging situations, grievances, incidents, and educational opportunities.
- Leads with the hospital director all site visits by accreditation agencies, as well as develops, implements and regularly reports progress on corrective action plans.
- Participates fully and professionally in all incident reviews, complaints, grievances, and violation situations, as well as builds this information into trainings and policies quality improvement goals.
- Works closely with the hospital director on partnerships and collaborations to support patients' continuum of care.
- Determines improvements and solutions to make sure all patients' rights are respected.

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

- Administrative decisions related to the operations of the department.
- Clinical practice decisions related to the planning and delivery of nursing care.
- Staffing and employee performance reviews.
- Development of nursing department guidelines and training plans.

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

- Financial impacts that are not routine and not within the current budget, i.e., contractual staff, additional supplies, overtime, equipment.
- Decisions with hospital-wide impact.
- Representing the MDHHS/hospital on development of new/revised clinical care.

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

Moderate physical activity. Moderate noise levels. The hazards associated with working with the mentally ill population.

This is a standard office environment with frequent sitting, standing, and walking, as well as periodic lifting, climbing, carrying, and bending. Support and interact with patients who may be in active distress and need intervention techniques is required.

**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. (If more than 10, list only**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Kendall, Patricia	Exec Secretary-E E10	Richman, Steven	GOA-E E7

Holt, Sarah	RNM3 14	Kline, Wendy	RNM3 14
Vacant	RNM3 14	Williams, Kiah	RNM3 14
Hlatko, Ryan	RNM3 14	Munn, Vanessa	RNM2 13
Frisbie, Jennifer	RNM2 13		

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

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

Yes

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

- Participate in executive level decision making for the hospital.
- Responsible for the development, implementation and evaluation of nursing services and compliance.
- Manage the development and implementation of hospital nursing trainings and policies.
- Provide leadership, direction, support and supervision to nursing administration staff.

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

The PD modified position description was modified by reducing the number of objectives to reduce duplication of duties and to align with current position responsibilities

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

The Director of Nursing responsible for the administration and nursing care, treatment and services throughout the hospital for individuals with mental illness. This is an executive level position that works closely with the hospital director and leadership team to assure compliance through trainings, policies and supportive management.

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

**EDUCATION:**

- Possession of a bachelor's degree in nursing.
- Preferred: Possession of a master's degree or higher in nursing.

**EXPERIENCE**

Three years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14-, or two-years equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15.

**ALTERNATE EDUCATION AND EXPERIENCE:**

Possession of a master's degree in nursing and two years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14; or possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15 may be substituted for the education and experience requirements.

**PREFERRED EXPERIENCE:**

Nursing experience in behavioral health, mental health, and/or psychiatric treatment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of psychiatric and/or behavioral health nursing principles, practices, medications and treatments.
- Knowledge of state and federal laws and legislative processes related to nursing programs,
- Knowledge of accreditation standards, CMS regulations, patient recipient rights, and Michigan Mental Health Code.
- Knowledge of and ability to develop policies, procedures, and standards used in nursing practices.
- Knowledge of methods of planning, developing, and administering nursing programs.
- Strong supervisory, leadership and training skills.
- Knowledge of labor relations and equal employment opportunity policies and procedures.
- Ability to develop, direct, and evaluate a nursing administration.
- Strong communicate skills, both verbally and in writing.
- Ability to maintain favorable public relations.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

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

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Supervisor's Signature

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

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

\_\_\_\_\_  
**Appointing Authority Signature**

\_\_\_\_\_  
**Date**

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature**

\_\_\_\_\_  
**Date**

**NOTE: Make a copy of this form for your records.**