|  |  |  |
| --- | --- | --- |
| CS-214  Rev 11/2013 |  | Position Code |
|  | 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. | |
| 2.Employee’s Name (Last, First, M.I.) | 8. Department/Agency |
|  | Department of Health and Human Services/  Kalamazoo Psychiatric Hospital |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | State Hospital Administration |
| 4.Civil Service Position Code Description | 10. Division |
| Practical Nurse-Licensed E | Nursing Services |
| 5.Working Title (What the agency calls the position) | 11. Section |
| LPN | Patient Care Units |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| RN MGR-1 |  |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| RN MGR- 2 | 1312 Oakland Drive  Kalamazoo, MI 49008  0630-1500, 1430-2300, 2245-0645 |
| 14. General Summary of Function/Purpose of Position | |
| This position functions directly under the supervision of the registered nurse and encompasses the licensed support skills needed to carry out clinical nursing procedures and provide delegated nursing care and other related services to psychiatric patients. Mandatory overtime, holiday work and weekend work are required.  Individuals in this position on a regular basis provide direct health care services to persons in the case or custody of the State and have unsupervised access to controlled substances.  This is a test-designated position and, as such, is subject to random and post-accident drug and alcohol testing. | |
| 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 10**  Performs responsibilities in a manner that preserves dignity and respects the rights of consumers and other unit personnel. | |
| **Individual tasks related to the duty.**   * Provides privacy when performing procedures * Maintain patient’s confidentially * Maintain clear and meaningful communication with Nurse Mangers, Divisional Shift RNM3, Supervisors and co-workers. * Report all cases of abuse and neglect * Encourages and assists patients in establishing therapeutic relationships, acts as a behavioral role model through interaction and dress * Report all unusual incidents, medical and psychosocial changes in patients to shift supervisor and complete documentation as required by Hospital and Nursing Department policies and procedures. | |
| Duty 2 **General Summary of Duty 2 % of Time 15**  Promote a safe, sanitary and therapeutic milieu for patients | |
| **Individual tasks related to the duty.**   * Assists in personal hygiene, nutrition, grooming, and care of patients; i.e. bathing, hair care, oral hygiene, nails, etc. * Assist patient in dressing * Provide patient with soap, towels, shampoo, and other toiletries for bathing, etc. * Test hot water to ensure right temperature for bath/shower * Sanitize tub/shower after each patient use * Report unsafe condition (s) * Assist in controlling aggressive and disruptive behavior | |
| Duty 3 **General Summary of Duty 3 % of Time 10**  Implements, participates in, and monitors activities that improve and maintain the physical, emotional, and social environment of the unit | |
| **Individual tasks related to the duty.**   * Observe, interact, with patients positively * Check physical environment and report all safety concerns to supervisor * Document patient response to activities * Assist in physical care of patients as assigned * Monitor patients on special precautions ( Suicide, Assault, 2:1, and 1:1) according to KPH and Nursing Department policies * Demonstrate knowledge of Person-Centered Planning principle and utilize these principles in planning and implementing care | |
| Duty 4 **General Summary of Duty 4 % of Time 5**  Participates in patient’s admission, transfer, discharge, and other procedures as assigned | |
| **Individual tasks related to the duty.**   * Inventory patient personal belongings and complete inventory form * Disburse personal property and valuables per hospital procedure * GO over unit rules with newly admitted patients * Document condition of patients at time of admission/transfer if assigned * Completes medication related tasks for admission, transfer, and discharge as assigned by RN Supervisor | |
| Duty 5 **General Summary of Duty 5 % of Time 5**  Participates as a member of the treatment team and assists with implementing the treatment plan | |
| **Individual tasks related to the duty.**   * Update treatment team members of patient needs * Advise on treatment protocols that work well with individual patients * Update team as to patient response to specific activities * Provide team with observed patient behavior that will impact care * Advocate on behalf of patient * Assist with implementing patient plan of care as written * Follow principles of “Person-Centered Planning” in proving patient care * Be familiar with growth and development needs of patient population, and use this knowledge in advocating and planning care on their behalf | |
| Duty 6 **General Summary of Duty 6 % of Time 10**  Documents descriptive pertinent information daily, such as visitors, court hearings, unusual incidents, and significant changes in the patient on the Clinical record | |
| **Individual tasks related to the duty.**   * Provide information to RN to update nursing care plan * Document changes in patient status, behavior, and health as required by nursing department and hospital policies and procedures in AVATAR * Escort patients to in-house court hearings * Complete incident information according to hospital policy * Respond with emergency care as needed | |
| Duty 7  **General Summary of Duty 7** **% of Time \_\_\_5\_\_\_\_**  Participates actively in Nursing Education Programs and utilizes acquires knowledge for improved nursing care delivery | |
| **Individual tasks related to the duty.**   * Complete all hospital and nursing department learning activities to maintain competency to practice * Develop teaching plan with strategies for individual/group on such issues as medication, and activities of daily living * Instruct patient according to teaching plan * Document teaching outcomes according to hospital and department procedures in AVATAR | |
| Duty 8  **General Summary of Duty 8 % of Time \_\_\_\_20\_\_\_\_\_**  Carries out clinical nursing care procedures under the direction of a registered nurse and in accordance with hospital and nursing service procedures | |
| **Individual tasks related to the duty.**   * Administer medication as prescribed by physician being able to lift a minimum of 8 pounds at all times * Monitor effects of medication; records medication given and patient’s reaction * Perform treatments as ordered, and document outcomes as required by nursing department policies * Document outcomes as required by nursing department policies * Takes, records, and monitors patient’s vital signs * Reposition, ambulate, and assist patient with bathing and elimination needs being able to lift a minimum of 30 pounds at all times * Initiates Bowel Protocol for patients as needed * Administer treatment in a timely manner as ordered * Verify orders in MediMar | |
| Duty 9  **General Summary of Duty 9 % of Time \_\_\_10\_\_\_\_\_\_**  Provides assistance in preparing patients for physical exams, including room preparation, physical assistance, and then preparing the room for the next patient | |
| **Individual tasks related to duty**   * Explain procedure to patient * Ensure patient is clean and appropriately dressed for exam * Ensure equipment for examination is readily available * Clean up after each patient | |
| Duty 10  **General Summary of Duty 10 % of Time \_\_\_10\_\_\_\_**  Assumes responsibilities for other related duties as assigned and/or as necessary | |
| **Individual tasks related to the duty**   * Be punctual; come to work as scheduled * Demonstrate open communication to promote teamwork * Be courteous, diplomatic, and tactful with others * Wear hospital identification (name tag) * Maintain personal appearance and self-presentation; clean, neat, and moderate * Comply with all MDHHS, KPH, and Nursing Department policies and procedures | |

|  |  |  |  |
| --- | --- | --- | --- |
| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  - Emergency nursing care at LPN level  - Documentation in patient record (AVATAR)  - Reporting of unusual incidents as related to patient(s) | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  - Complex dressing change  - Tube feeding using pump  - Intra muscular injections  - PRN medications | | | |
| 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.  Vision Noise  Hearing Heat and humidity in summer  Walking Cold and drafty in winter  Sitting Potential verbal abuse/physical assault form psychiatric patients  Climbing stairs Lifting | | | |
| 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 classification titles and the number of employees in each classification.)  None | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  N/A  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. 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?  Agree. |
| 23. What are the essential functions of this position?  - Administer Medication and Treatment  - Doing treatment  - Observing, reporting, and documenting patient behavior  - Assist patient with activity of daily living skills  - Assist with patient educational and therapeutic activities  - Mandatory overtime, holiday work and weekend work are required  - Computer Skills |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  No changes |
| 25. What is the function of the work area and how does this position fit into that function?  Nursing care for hospital patients is the function of the work area. LPN provides skilled and unskilled nursing care to patients with psychiatric and medical illness under supervision of the registered nurse. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  Possession of a certificate from a practical nursing education program accepted for licensure by the Michigan Board of Nursing. |
| EXPERIENCE:  No specific type or amount is required. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Basic computer skills * Knowledge of practical nursing techniques and methods * Knowledge of medication and treatments used in patient care * Knowledge of mental or behavioral characteristics of physical or emotionally impaired adults * Ability to determine work priorities * Ability to observe, evaluate and record information used to make clinical and program decision * Good verbal and writing skills * Knowledge of AVATAR |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Michigan Licensure as a Practical Nurse |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature 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.**