

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-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description REGISTERED NURSE MANAGER-2	10. Division Health Care
5. Working Title (What the agency calls the position) Registered Nurse Manager-2 (13)	11. Section Nursing
6. Name and Position Code Description of Direct Supervisor JOHNSON, AMY A; REGISTERED NURSE MANAGER-4	12. Unit Duane Waters Health Center
7. Name and Position Code Description of Second Level Supervisor GRIFFES, CAROL M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3857 Cooper St., Jackson, MI 49201 / 80 hours per pay period

14. General Summary of Function/Purpose of Position

The employee acts as a first-line clinical supervisor of an inpatient unit. Responsibilities include participation in the review and development of nursing policies and procedures, approval of leaves if requested by the Health Unit Manager (HUM)/Administrator. Completion of service ratings, counseling, participation in the grievance process, participation in hiring, and disciplinary process of staff. In addition, the employee is responsible for assuring the quality of patient care through appropriate intra shift supervision and inter-shift communication and provides direct patient care. Works 100% within the secure perimeter of a maximum-security correctional facility. This is a test designated position, subject to random 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: **Percentage: 30**

Provides the clinical supervision of patient care on the assigned inpatient unit. Provides direct patient care.

Individual tasks related to the duty:

- Assigns staff, assesses patient acuity and staffing needs.
- Assures that unit's specific standards of care are met.
- Provides direct patient care, performs other related duties and responsibilities as assigned.

Duty 2

General Summary: **Percentage: 30**

Supervises unit staff. Coordinates unit activities.

Individual tasks related to the duty:

- Participates in the interview processes upon request.
- Orients new staff, assuring that appropriate documentation is completed and filed.
- Conducts unit staff meeting monthly, providing minutes to the HUM/Administrator.
- Evaluates performance, completes service ratings. Plans and carries out corrective action and/or disciplinary action.
- Complies with the various union contracts.
- Instructs and clinically directs nursing staff relative to performance of duties; serves as a resource person to custody staff regarding joint custody/health care issues; assures that staffing needs are met.
- Attends scheduled nursing supervisor meetings.
- Coordinates and assures that quarterly Case Management Conferences are conducted in a timely manner for all Extended Care patients.

Duty 3

General Summary: **Percentage: 20**

Promotes and maintains a safe and therapeutic environment through the use of effective communication.

Individual tasks related to the duty:

- Enforces DOC Safety procedures.
- Promotes and maintains a safe therapeutic environment through the use of the nursing process and through active participation in the health care unit's ongoing QA and CQI processes, assuring that documentation reflects same.
- Conducts CQI Audits, reviews and analyzes as assigned by the HUM/Administrator to include action plans and outcomes.

Duty 4

General Summary: **Percentage: 10**

Assures that training requirements are met by all staff.

Individual tasks related to the duty:

- Attends required training. Plans training and facilitates staff's attendance at required training. Plans unit in-services of specific interest to unit staff.
- Identifies training needs of individual staff members and facilitates appropriate training.

Duty 5

General Summary: **Percentage: 10**

Fulfills House Supervisor responsibilities as assigned.

Individual tasks related to the duty:

- Assure that appropriate staffing standards are met.
- Facilitates admissions, discharges and transfers in conjunction with custody and other departments.
- Communicates with outside facilities and patient families appropriately.
- Assist units with direct care and necessary resources as needed.
- Reports pertinent information to HUM/Administrator in a timely manner, both verbally and in writing.
- Provides accurate, comprehensive and timely sift reports for supervisory and administrative staff.
- Provides accurate requested unit data for monthly reporting, in a timely manner.

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

Makes decisions related to following physician's orders, providing patient care and communicating with other departments. Authorizes OT.

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

Disposition of patients requiring care at a higher level than can be provided at Duane Waters Health Center. Circumstances requiring a decision or directive, but which are not addressed directly in policy or 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.

Lifting up to 20 lbs. (15%), pushing a cart (10%), bending (5%), walking (20%), reaching and standing (20%), sitting while charting (25%), stooping (5%). In contact with prisoners 100% of the time while on duty.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	REGISTERED NURSE-1	SUMNER, JOAN M	GENERAL OFFICE ASSISTANT-E E7
WOOLSEY, DAREL C	CORRECTIONS MEDICAL UNIT OFR-E E10	BERNSTEIN, TAMMY J	RESIDENT CARE AIDE-E E8
WRIGHT, TOMEKA	RESIDENT CARE AIDE-E E8	MEDDAUGH, MARINA M	RESIDENT CARE AIDE-E E8
WILDS, ELIZABETH	RESIDENT CARE AIDE-E E8	NEWCOMB, BARBARA	RESIDENT CARE AIDE-E E8
JERMEAY, DALE	RESIDENT CARE AIDE-E E8	NAGEL, KRISTEN L	RESIDENT CARE AIDE-E E8
TACKETT, AMBER R	RESIDENT CARE AIDE-E E8	PATTON, SHAUNTA L	RESIDENT CARE AIDE-E 7
TENHARMSEL, MICHELLE	RESIDENT CARE AIDE-E 6	RUBLEY, JACK	PRACTICAL NURSE LICENSED-E E9
BARBOUR, MARTINE	PRACTICAL NURSE LICENSED-E E9	MITCHELL, CARI S	PRACTICAL NURSE LICENSED-E E9
VACANT	PRACTICAL NURSE LICENSED-E	VACANT	REGISTERED NURSE-1
VACANT	REGISTERED NURSE-1	VACANT	REGISTERED NURSE-1

Additional Subordinates

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?

First line supervisor responsible for the assigning, directing and supervising of patient care by RNs, LPNs, and RCAs. Responsible for scheduling of staff and disciplinary action as required. Assuring the optimal functioning of the facility at all times.

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

Updating PD on file with Civil Service.

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

Functions on the inpatient unit providing professional, quality, comprehensive care to patients in a correctional setting.

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

EDUCATION:

Completion of a degree in nursing or nursing school educational program accepted for registered nurse licensure by the Michigan Board of Nursing.

EXPERIENCE:

Registered Nurse Manager 13

Two years of experience equivalent to a Registered Nurse P11 or one year equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

Alternate Education and Experience

Registered Nurse Manager 12 - 13

Possession of a master's degree in nursing may be substituted for one year of experience equivalent to a Registered Nurse P 11; or, possession of a bachelor's degree in nursing may be substituted for six months of experience equivalent to a Registered Nurse P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to develop and lead a team of health care staff.
- Ability to communicate effectively with difficult patients.
- Ability to document health information on a computer system.
- Ability to work under stress.
- High level of knowledge of nursing practice principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Licensure 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.

ASHLEY NORTON 11/13/2023

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