

## 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> Michigan Department of Corrections/CFA
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Health Care Services
<b>4. Civil Service Position Code Description</b> Registered Nurse-2 13	<b>10. Division</b> Health Care
<b>5. Working Title (What the agency calls the position)</b> Nursing Educator	<b>11. Section</b> Health Care
<b>6. Name and Position Code Description of Direct Supervisor</b> *; Registered Nurse Director 3- 17	<b>12. Unit</b> Women's Huron Valley Correctional Facility
<b>7. Name and Position Code Description of Second Level Supervisor</b> Kissau, Lori; State Division Administrator	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Road, Ypsilanti MI 48197 M-F / 8am-4:30 (vary based on operational need)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The Nursing Educator oversees all Health Care Staff educational needs on the WHV Medical Complex. The Nurse Educator is an expert Adult Learning and developing nursing skills. The Educator's responsibilities include working closely with the Human Resource Developer, mentoring, and evaluating the orientation of employees, along with the annual competencies and yearly training. The nurse Educator is back-up to the WHV Quality Assurance Clinical Assistant.</p> <p>This position works 100% within the secured perimeter of a correctional facility. This is a test designated position for drug and alcohol testing.</p>	

**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: 45**

Plans, evaluates, and implements orientation manuals and training materials to be utilized by new nursing employees, including scheduled times for teaching classes.

**Individual tasks related to the duty:** Meets with new employees assigned to health care.

- Works with scheduling developing orientation schedule
- Reviews expectations of orientation with new employees.
- Orients new employees on the units or assigns orientation with oversight on the units.
- Works with orientee on various chapters of the orientation manual as assigned by nursing leadership.
- Meets with the new employee prior to the ending orientation on the need for further orientation and or identified areas of continued orientation,

Reviews orientation packet to determine completion and collaborates with Nursing Supervisor and HUM. Signs completion of orientation prior to staff taking assignment on unit.

**Duty 2**

**General Summary:** **Percentage: 40**

Plans, develops, and implements an on-going in-service, education program for health care staff at Women's Huron Valley

**Individual tasks related to the duty:**

- Assists, coordinates, and evaluates the educational needs of staff assigned to WHV health care.
- Orients medical staff to new processes, operating procedures, protocols, and equipment.
- Plans, organizes, and implement yearly competencies for WHV health care staff.
- Oversees completion of yearly mandatory training of staff.
- Conducts training session, workshops to broaden and enhance staffs' knowledge and skills in providing

**Duty 3**

**General Summary:** **Percentage: 10**

Back up to Quality Assurance Clinical Assistant.

**Individual tasks related to the duty:**

- Works closely with the Quality Assurance Clinical Assistant RN providing back up and support for grievances and infection control concerns. When large infection control concerns, works in coordination with QA RN to implement infection control requirements.

**Duty 4**

**General Summary:** **Percentage: 5**

Duties as assigned

**Individual tasks related to the duty:**

- Other duties as assigned by immediate supervisor or higher administrator

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

Preparation and maintenance of office records, reports and correspondence relative to education activities at RGC Complex.

Decision making opportunity for resolving safety issues and education/training.

Investigate and evaluate new products/equipment used at RGC Complex regarding patient and staff safety, and infection control.

Assist other Health Care and Custody staff in education and guidance regarding Safety and Infectious Diseases and offer recommendations for treatment and education

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

When additional expertise and/or guidance is necessary.

Performance issues with staff.



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.

WHV is a Multi Security Level Correctional Facility in the Michigan Department of Corrections housing female offenders. The job requires daily contact with the above patients. Exposure to illness and disease may also be inherent in the work. Must be able to bend, reach, walk, and perform a full range of motion in extremities and fingers, lifting up to twenty (20) pounds, walking/standing 50% of the shift, and sitting 50% of the shift. Must be able to travel and provide training and/or consultation on site.

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.

none

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?

Yes

23. What are the essential functions of this position?

Training and education of established and new staff at WHV. Implementing yearly Medical Competencies.  
Back up to Quality Assurance Clinical Assistant RN

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?

WHV is the sole female correctional facility in the MDOC. It houses a wide array of prisoners with various health care needs from long term care, infirmary care, dialysis, emergent care and ambulatory care. This position coordinates educational aspects for health care employees reporting to work at WHV..

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

**EDUCATION:**

Registered Nurse P11-13:

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

Registered Nurse 14:

Completion of a degree in nursing or nursing school educational program accepted for a nurse anesthetist or nurse practitioner specialty certification by the Michigan Board of Nursing.

**EXPERIENCE:**

**Registered Nurse 13**

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

**Alternate Education and Experience**

**Registered Nurse 13**

Possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse 12; or, possession of a bachelor's degree in nursing and eighteen months of experience equivalent to a Registered Nurse P11; or, possession of a bachelor's degree in nursing and one year of experience equivalent to a Registered Nurse 12 may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent oral and written communication skills. Ability to develop, plan, organize and analyze programs effectively.

Ability to utilize resources and disseminate information, both in electronic and written format.

Knowledge of the Michigan Department of Corrections Policies and Procedures.

Knowledge of adult learning concepts. .

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registered Nurse (RN) State of Michigan Licensure

*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.***

\_\_\_\_\_  
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