

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. REGNMGR3A67N

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 MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description REGISTERED NURSE MANAGER-3	10. Division
5. Working Title (What the agency calls the position) Workplace Safety Director	11. Section
6. Name and Position Code Description of Direct Supervisor WATTS, KYLE; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor KRUSE, PAULA; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.

14. General Summary of Function/Purpose of Position

This position functions as the Workplace Safety Director with administrative oversight of Infection Control, Occupational Health, and workplace safety processes. This position participates in the design, implementation, and evaluation of the facility's overall workplace safety program. Responsibilities include the promotion and monitoring of safe, high-quality, cost-effective health care, facilitation of interdisciplinary communication, and the prevention of duplication between departments and services. Identification of risks and monitoring of changes to facilitate safer practice and environments. Works closely with the Director of Quality & Compliance and provides clinical guidance during survey preparation and creation of training materials. Participates as a leader in the Nursing Services Administration Section, provides relief coverage for clinical unit supervision, psychosocial rehabilitation services, when assigned. Provides direct supervision of assigned nursing personnel and clerical staff.

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

Leadership for functions in areas of infection control, occupational health, workplace safety, emergency management plans, including administrative supervision over the clinic and medical equipment as well as identification of indicators for safety/high risk.

Individual tasks related to the duty:

- Reviews and maintains data for high risk factors, identified in the risk management reports. Aggregates data, prepares graphics and other analytic reports for executive review.
- Leads Worker Safety Team and other safety teams as assigned. Evaluates employee injury data; prepares graphics and other analytic reports for executive review. Evaluates implications for follow-up for each incident and communicates with supervision and leadership.
- Evaluates safety data for trends.
- Co-chairs the Root Cause Analysis team.
- Ensures clinical guidance and support is available as needed and ensures adherence to State standards.

Duty 2

General Summary:

Percentage: 30

Responsible to facilitate implementation and monitoring of hospital wide Performance Improvement Plan

Individual tasks related to the duty:

- Co-Chairs the Performance Improvement team.
- Participates in the design and monitoring of the facility-wide Performance Improvement Plan.
- Collection and analysis of data to support managerial and clinical decisions, and workplace safety.
- Serves as resource person to functional teams; participates in the design and implementation of team learning.
- Participates in strategic planning for performance improvement activities.
- Provides leadership and consultative services to the hospital staff on the theory and practice of quality management.
- Quality improvement representative on hospital functional teams and statewide quality improvement activities.
- Management and evaluation of infection control, occupational health, and workplace safety processes.

Duty 3

General Summary:

Percentage: 25

Supervision of Clinical Services, Service Delivery and employee job performance and competency.

Individual tasks related to the duty:

- Provides relief/emergency coverage serving as the Nursing Supervisor responsible for the 24-hour operations for an assigned unit, to maintain continuity of nursing leadership and supervision.
- Monitors employee job performance and competency.
- Ensures timely completion of training and competency measures.
- Evaluates employee time and attendance use, availability, and approves leave requests in conjunction with the staffing coordinator in compliance with labor contracts/agency procedures. Assists with payroll completion, verifies/authenticates employee time use on their sheet.
- Evaluates for necessary supervisory intervention, including corrective/disciplinary action. Collaborates with the Nurse Executive and Human Resource Personnel regarding supervisory follow up.
- Evaluates job performance and completes Performance Evaluations.
- Serves as Administrative Supervisor for assigned nursing personnel, ongoing basis.

Duty 4

General Summary:

Percentage: 15

Support Nursing Administrative Functions, i.e., Process, Policy and Procedure Development, interview and hiring of personnel

Individual tasks related to the duty:

- Analyzes, formulates, and monitors implementation of facility and departmental policies and procedures.
- Designs and implements data collection tools for measuring process and patient outcomes.
- Assists in establishing and implementing patient safety-related policies and procedures and plans.
- Collaborates with facility administrators and/or community agencies in the development, implementation, and monitoring of identified policies and procedures.
- Assists with development of hospital procedures and Nursing Standards.

- Assists with interview of applicants for Nursing Department personnel, makes recommendations based on interview findings.
- Supervises and participates in the provision of general nursing care services.
- Conducts research and surveys pertaining to nursing and health education issues and prepares reports.
- Participates in clinic conferences, workshops, seminars, and related forums.
- Performs on occasion any tasks assigned to subordinate staff, consistent with licensing or certification requirements.

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

Decisions made as Chair of the Infection Control, Workplace Safety, and Emergency Management Teams and other committees designated by the Hospital Director. Meet and discuss compliance and risk management issues with departmental managers and representatives, accrediting and certifying bodies.

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

Recommendations requiring hospital-wide programmatic changes; financial expenditures; and/or disciplinary actions.

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.

- Physical effort is generally limited to sitting, standing and walking. Duties require daily use of the computer, at times nearly constantly.
- At times, responsibilities involve interaction with patients, and physical interventions may be necessary at those times.

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>
	DEPARTMENTAL TECHNICIAN-E 7		HUMAN RESRCS DVLPR TRAINEE-E 9
	INSTITUTIONAL TRAINING TECH-E E8		INSTITUTIONAL TRAINING TECH-E E8
	INSTITUTIONAL TRAINING TECH-E 8		

			REGISTERED NURSE MANAGER-1 12
	REGISTERED NURSE MANAGER-2 13		REGISTERED NURSE-1
	SECRETARY-A 9		
Additional Subordinates			

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

- | | |
|--|---|
| ☒ 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?

Yes

23. What are the essential functions of this position?

Ensuring compliance with CDC, MIOSHA, CMMS regulations, DHHS policies and procedures and State of Michigan laws as well as assessing the various risks in the hospital and recommending and implementing changes/ improvements and the management of the Infection Control, Occupational Health, and Workplace Safety.

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

Updating PD to reflect minor language updates throughout, as well as the following changes:

- Staff development and performance improvement have shifted to the newly established State Administrative Manager 15.
- Duty 1 was updated as the position no longer handles compliance. Duty was changed from 40% to 30% and now focuses on infection control, occupational health, workplace safety, and emergency management plans.
- Duty 2 was changed from 10% to 30%.
- Duty 3 was previously Duty 4 and updated from 10% to 25%.
- Duty 4 was previously Duty 6 and updated from 10% to 15%.
- Former Duties 3 and 5 were removed.

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

This position oversees the adherence to the Infection Control, Workplace Safety, Occupational Health, and Emergency Management Plans and is an integral member of the administration's executive team.

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 14

Two years of experience equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12, or one year equivalent to a Registered Nurse 13 or a Registered Nurse Manager 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Through knowledge base of Joint Commission and other regulatory standards and their application

- Knowledge of medical terminology, information management, chart review and statistical process control
- Organization skills
- Knowledge of patient safety standards and practices in psychiatric settings
- Demonstrated understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), geriatric (80+)
- Knowledge of and ability to implement confrontation avoidance techniques
- Verbal and written communication skills
- Computer skills in word processing, database, spreadsheet and graphics
- Knowledge of forensic related issues, security related matters, and channels of communication

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.

Continuing education regarding psychiatric nursing, generic nursing, substance abuse and other patient safety issues.

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