

Position Code 1.

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) Hospitals & Forensic Mental Health Center
4. Civil Service Position Code Description Registered Nurse Manager-R	10. Division
5. Working Title (What the agency calls the position) Registered Nurse Manager Recruit	11. Section
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; REGISTERED NURSE MANAGER-3	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / days/hours vary according to assignment
14. General Summary of Function/Purpose of Position In a training compacity, functions as RN Shift Supervisor providing nursing care and monitoring - nursing care delivery for patients with physical and psychological conditions. Supervises, assigns and evaluates staff. Trains staff, patients, and their families. Monitors for safe, sanitary and humane environment. Support through positive behavior and attitude, the Affirmative Action Plan, the Mission, Vision and values of Caro Center and the Department of Community Health. .	

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: 25

Clinical Responsibility: In a training capacity and under the direct supervision of the RN Manager 14, supervises and participates to provide nursing care within the legal scope of nursing standards of practice developed by the Nursing Profession.

Individual tasks related to the duty:

Nursing Process

1. Develops, implements and evaluates nursing care based on the initial nursing assessments and individual patient are needs.
 - i. Systemically collects, analyzes, and records data.
 - ii. Provides comprehensive assessment inclusive of the social, emotional behavioral, physical and cultural aspects of care.
 - iii. Includes the patient, significant others, and relevant resources in collecting nursing assessment data.
 - iv. Conducts interviews with patients, family and significant others to obtain significant assessment date.
 - v. Collects analyzes and records comprehensive data related to physical assessment findings, functional health patterns, medical history, pain, patient's strengths and weakness, baseline date with comprehensive systems review, recommendations, including nursing care goals and discharge planning needs.
 - vi. Validates data with appropriate health care professional, patient, and significant others.
 - vii. Analyzes, records, and communicates data to nursing staff, treatment team and nursing supervisor.
 - viii. Communicates recommendation for patient are to the treatment team.
 - ix. Provides initial orientation for patients, parents, significant others.
 - x. Assess/reassess the patient when there is a change in patient conditions. Analyzes reports and document changes in patient needs and their acuity.
 - xi. Assess patients to identify potential victims of abuse and neglect and reports in accordance with hospital policy/state law.
 - xii. Analyzes nursing assessment to develop, implement and evaluate an individual nursing care plan.

2. Develops, implements, and evaluates Nursing Care Plans based on the Nursing Assessment and ongoing individual patient needs/goals identified in the PCPOS, planning process.
 - i. Collaborates regularly with members of the treatment team to develop the nursing care plan and provide therapeutic nursing care for patients in accordance with PCPOS planning.
 - ii. Identifies desired outcomes, measurable criteria, and target data for achievement.
 - iii. Includes the patient in the planning process.
 - iv. Formulates specific and individualized nursing actions that build upon patient competencies, promote therapeutic contact in the hospital milieu, protect rights of the patient, and incorporates patient teaching.
 - v. Documents and reviews the plan of care with staff assigned to carry out the plan of service in a manner that

it can be accurately understood.

- vi. Revises the plan of care according to change in needs of the patient.
- vii. Facilitates communication between nursing staff in the 24-hour report.
- viii. Attend team meetings and participate in care planning. Attend meetings with the nurse manager or other unit and supervisory personnel.
- ix. Review nursing care plans with RN Manager-3.
- x. Participates with the treatment team to carry out discharge planning.
- xi. Uses knowledge of nursing care plan and the biological, psychological and social sciences in planning care.
- xii. Develops a nursing care plan that addresses both the identified physical and emotional care needs of the patient.
- xiii. Utilizes knowledge of normal growth and development in providing care appropriate to the individual patient's needs.
- xiv. Utilizes knowledge related to the specific patient population needs, recognizes individual pertinent needs, i.e. diagnostic considerations, health care needs, etc.

3. Provides patient care both directly and indirectly through the clinical supervision of nursing staff.

- i. Performs actions which promote continuity of care, employ sound rationale and principles of safety, and are congruent with hospital policies/legal mandates.
- ii. Notes and performs actions to carry out therapeutic orders prescribed by the physician that are within the scope of nursing practice.
- iii. Notes and performs actions to carry out the prescriptive orders for levels of supervision and ensure the patient's rights and dignity are respected.
- iv. Demonstrates knowledge of medications prescribed for/given to and taken by patients.
- v. Administers medications in accordance with hospital standards.
- vi. Provides and documents patient responses to somatic therapies.
- vii. Documents actions implemented and patient's responses in the record.
- viii. Uses daily living experiences to provide patient teaching and therapeutic interventions.
- ix. Implements interventions safely and therapeutically.
- x. Sets limits in accordance with nursing care plans and individualized treatment plan; using least restrictive approach.
- xi. Intervenes in emergency situations in accordance with hospital policies and standards of nursing practice.
- xii. Plans, implements, evaluates, and documents health teaching and preventative guidance given.
- xiii. Provides necessary first aid in accordance with hospital policies and standards of nursing practice.
- xiv. Assesses patient to determine need for further evaluation by a physician.
- xv. Assess patient to determine need for emergency application of procedures, such as seclusion, restraint use, enhanced supervision, completes all notification, and ensure adequate delivery of care per policy.
- xvi. Implements Nursing Care Plan using knowledge of hospital policies and standards for nursing practices.
- xvii. Supervise patients by participating in daily program activities.
- xviii. Provides patient supervision as indicated in agency policy and individual prescriptive orders.

- xix. Assesses patient and communicates data and current actions to the physician and nursing supervisor regarding unusual incidents. Documents on Incident Report/Administrative Report Forms for individual patients or impacting on the milieu.
4. Evaluates outcomes of patient care interventions in order to assess efficacy and incorporate in the Nursing Care Plan.
 - i. Evaluates criteria to determine whether goals have been achieved.
 - ii. Uses data based on interdisciplinary team and patient/family evaluation to revise the Nursing Care Plan.
 - iii. Communicate observations, evaluation, and changing patient care needs/goals mutually with patient/family, treatment and Nursing Supervisor.
 - iv. Documents evaluation data in weekly/monthly progress note and discharge instruction summary (per policy).
 - v. Evaluates outcomes of intervention in spontaneous and emergency situations, communicates and documents according to hospital policies.
 - vi. Documents daily to record significant data/changes in the 24-hour Nursing Report.
 - vii. Evaluates outcomes of discharge planning intervention and documents according to hospital policy.
 5. Prepares and administers medications and treatments. Demonstrates knowledge of dosage/route/action/side effects of all medication prescribed for/given to and taken by the patient. Administers medications in accordance with hospitals policy, including:
 - i. Verify Medicine Administration Record with original order, prior to medication administration.
 - ii. Review daily dosage, not in excess with recommended daily maximum dosage.
 - iii. Verify any unclear order.
 - iv. Identify patient and assess ability to tolerate by prescribed routine.
 - v. Observe closely for patient compliance in taking medications.
 - vi. Measures for checking and preparing daily, leave of absence and PRN medications.
 - vii. Provides patient/family instruction/education.
 - viii. Documents patient response, vital signs as indicated in policy.
 - ix. Documents patient responses to somatic therapies in the patient record.
 6. Monitors patient's physical and psychological condition.
 - i. Completes comprehensive nursing assessments/reassessments of patients to determine patient needs.
 - ii. Has knowledge and ability to use mechanical devices, such as suction machines, oxygen, and intravenous devices as needed in emergency situations.
 - iii. Has ability to perform CPR in emergency situations.
 - iv. Appropriate use CAT and PI as required
 - v. Maintains awareness of patient rights and follows up on any abuse of these rights.
 - vi. Provides timely interventions to maintain safety and promote pain relief.

Duty 2**General Summary:****Percentage: 25**

Maintaining a therapeutic nursing milieu.

Individual tasks related to the duty:

Therapeutic Milieu

1. Promotes and maintains a safe therapeutic environment for patient, in collaboration with the treatment team.
 - i. Monitors the environment to ensure safety and cleanliness are maintained; reports hazards and needed repairs according to agency guidelines.
 - ii. Provides for patient confidentiality.
 - iii. Orients and instructs patients regarding milieu expectations according with developmental expectations and individual patient's adjustment.
 - iv. Provides opportunity for feedback from patient/family related to milieu concerns.
 - v. Intervenes as necessary, when nursing care is delivered by non-RN nursing personnel to ensure patient safety, protect patient rights, and ensure care in accordance with professional nursing standards.
 - vi. Teaches and promotes learning opportunities for patients in the milieu, individually and in groups, PSR (as assigned).
 - vii. Identifies developmental needs/adjustment in planning and providing for patient activities in the milieu.
 - viii. Makes living area safe and environmental rounds per agency policy and documents same.
 - ix. Assures that accountable monitors, i.e., controlled substances, emergency equipment, and sharps are counted and documented per policy.
 - x. Provides for patient supervision in accordance with prescribed needs, ongoing assessment, and hospital guidelines for accountability.
 - xi. Requisitions/monitors supplies & equipment.
 - xii. Uses self to build therapeutic alliance with patients.
 - xiii. Serves as a role model in the milieu.
 - xiv. Participates in unit based meetings and assists the treatment team to monitor and upgrade the milieu environment.
 - xv. Is a patient advocate:
 - a. Assists with patient rights reports. Investigates them when requested.
 - b. Evaluates incidents regarding patients and responds accordingly. Provides all written reports when necessary.

Duty 3**General Summary:****Percentage: 25**

Collaboration

Individual tasks related to the duty:

Collaboration

1. Supervises and participates in the provisions of psychiatric nursing care services within the legal scope of nursing practice and standards of care.
 - i. Maintains regular and necessary communication and collaboration with members of the treatment team.
 - ii. Coordinates nursing staff activities with those of the treatment team.
 - iii. Coordinates necessary appointment, consultation, and referrals with appropriate personnel.
 - iv. Uses effective verbal and written communication skills.
 - v. Uses established channels of communication.
 - vi. Maintains effective working relationship with the health team members.
 - vii. Participates in review of policies and procedures.
 - viii. Participates in Nursing Performance Improvements Review; is responsible to complete assigned monitoring.
 - ix. Participates in coordination and implementation of active treatment programs in cooperation with treatment team staff.
 - x. Submits routine written reports in accordance with hospital guidelines.
 - xi. Evaluates employee performance thorough review of completed work assignments and/or techniques.
 - xii. Coordinates activities of nursing staff (RCA, LPN & DSA) by scheduling work assignments, setting priorities, and supervising/directing the work of nursing personnel.
 - xiii. Assigns staff to promote permanency in patient care/relationships. Assigns additional duties to ensure equal opportunities.
 - xiv. Performs related duties, i.e., performance improvement and monitoring as assigned by registered nurse manager of administrative supervisor.

Duty 4

General Summary:

Percentage: 25

Educational/Professional

Individual tasks related to the duty:

Educational/Professional

1. Utilizes professional self development opportunities and maintains responsibility for continuing education on living areas.
 - i. Functions as a professional role model for nursing staff/students./
 - ii. Assists in orientation of new employees and nursing students to the living area to determine competency.
 - iii. Participates and instructs nursing staff in hospital policies.

- iv. Coordinates, presents, and attends in-service education opportunities.
- v. Provides supervision and direction to promote nursing student educational opportunities.
- vi. Utilizes professional self development opportunities including to attend and participate in all required hospital in-service programs, assumes responsibility for maintaining clinical competence, and use professional literature to review and update knowledge and skills.
- vii. Shares knowledge of growth and development, health concerns, and therapeutic intervention with staff.
- viii. Serve on assigned team to develop policies and procedures.
- ix. Interpret and implement policies, hospital mission, and nursing care and practice for staff.
- x. Plan, schedule, and conduct educational sessions for patients, staff and families.

2. Attendance

- i. Demonstrates availability and punctuality in reporting to work on assigned shift and returning from meal periods.
- ii. Serves as a role model for nursing staff in an attendance pattern.
- iii. Contacts hospital using call-in procedure guidelines and submits leave request/time and attendance records.

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

In a training compacity and under the direct supervision of the RN Manager 14, clinical interventions to be used to provide safety and care for patients and staff. Determine staff assignments within the unit to provide a therapeutic program. Initiate corrective action for employees.

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

Implementation of corrective/disciplinary action for subordinate staff; in requesting clinical intervention from other disciplines. All potential changes in policies/procedures must be reviewed/approved by supervision.

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 activities at various times of the day may include standing, sitting, climbing stairs, stooping, balancing, kneeling, crouching, reaching carrying, walking, running or bending. Throughout the shift, there is a high potential for physical and/or property damage and legal liability. Patients care for may be psychotic, with violent and combative behavior.

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.

Additional Subordinates

At least 2 RCA's will be assigned to this position once approved.

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. |

Y Approve time and attendance.

Y Provide guidance on work methods.

Y Orally reprimand.

Y 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?

Planning/providing physical/psychiatric nursing care via medication, monitoring, physical assessment; providing emergency care, including CPR; education of staff and patient; supervision and monitoring of staff and environment; providing break/lunch/emergency relief for RCA staff, to include use of confrontation avoidance techniques and approved physical intervention techniques as required. Required to work overtime as needed

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

New

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

This work area provides treatment of acute and chronically ill patients with mental illness or developmental disabilities and possibly multiple physical conditions. This position provides nursing supervision and care for individuals with mental illness/developmental disabilities, and supervision and direction for staff, and monitors environment.

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

EDUCATION:

Possession of a diploma, or associates' degree in nursing.

EXPERIENCE:

Registered Nurse Manager (Recruit) 12 - No specific type or amount is required

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of mental illness/developmental disabilities. Ability to conduct comprehensive nursing assessments and develop effective nursing care plans. Knowledge and ability to prepare and administer prescribed medications and treatments, and monitor for adverse reactions. Ability to participate in the interdisciplinary team process and group therapy as required. Demonstrated understanding of the age specific characteristics and treatment issues of assigned population, i.e., young adult (18-39) middle age adult (40-64); old adult (65-80) geriatric (80+), Knowledge of forensic related issues, security related matters and channels of communication. Knowledge of and ability to implement confrontation avoidance techniques approved physical intervention and CPR as required. Previous experience/education in psychiatric nursing desirable. Knowledge of the Mental Health Code, Knowledge of infection control.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Michigan licensure as a Registered Nurse.

This position is test designed under Civil Service Rules.

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.

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