

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

<b>Position Code</b> 1. REGNURS2A61R
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## 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> DOC-MAXEY CORRECTIONAL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> CFA Bureau of Health Care Services
<b>4. Civil Service Position Code Description</b> Registered Nurse-2	<b>10. Division</b> BHCS
<b>5. Working Title (What the agency calls the position)</b> Registered Nurse 13 - Clinical Assistant	<b>11. Section</b> Woodland Correctional Facility
<b>6. Name and Position Code Description of Direct Supervisor</b> HARBAUGH, RICHARD C; REGISTERED NURSE MANAGER-4	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SCHREIBER, PAUL H; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 9036 East M-36 Whitmore Lake, MI 48189 / 40.00
<b>14. General Summary of Function/Purpose of Position</b> Serves as the sole Quality Assurance Nurse for Woodland Correctional Facility. This position works under the direction of the WCC Health Unit Manager. Work includes assessing and investigating prisoner, family, custody, and other complaints and concerns, identifying trends in prisoner health care issues, conducting analysis of findings and identifying areas of improvement for health services.	

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**

Evaluation and monitoring of health care practices through a formalized audit process

**Individual tasks related to the duty:**

- Performs facility health care audits to identify and correct health care practice issues.
- Compares audit criteria with EHR and other documentation and database entries.
- Analyzes information and provides written reports.
- Works with Health Unit Manager and Nursing Supervisors to improve identified patient care issues.
- Participates in Infection Control Process
- Participates and assists HUMs with Performance Audit preparation and audit

**Duty 2**

**General Summary:** **Percentage: 45**

Investigates allegations and concerns regarding prisoner health care. Investigates and formulates responses to requests for information from prisoners, family members, custody staff and other advocacy groups as appropriate. Responds to Step I prisoner health care related grievances.

**Individual tasks related to the duty:**

- Conducts investigations by contacting facility personnel and practitioners and reviews prisoner health records and other documentation.
- Analyzes information obtained from institutional staff and documents, such as prisoners' health records, to formulate clear and concise response and identify trends in issues.
- Analyzes information obtained through investigation and recommends change in practice and procedure to improve overall delivery of health care services.
- Responds to prisoner families, legislators, and other prisoner advocacy groups in writing and verbally regarding any allegations of health care mismanagement.
- Responds to Step I health care grievances within the time frame dictated by MDOC policy.
- Interprets MDOC policies and operating procedures as they relate to specific prisoner grievances.

**Duty 3**

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

Develops and updates Health Care Operating Procedures, Protocols, and other documents and practices guidelines.

**Individual tasks related to the duty:**

- Provides guidance to health care staff via email, telephone, or in person regard to appropriate provision of health care services.
- Develops and updates health care operating procedures.
- Develops and updates health care protocols.
- Develops and updates health care administrative forms.
- Develops training programs in regard to identified quality gaps.
- Provides training to clinical staff in regard to grievance responses and process.

**Duty 4**

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

Health Care Team Member

**Individual tasks related to the duty:**

- Attends and participates in meetings.
- Attends training as assigned.
- Works with other facility Team Members to resolve issues.
- Performs other related duties, as assigned.

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

The employee will make independent judgments when interpreting department and facility practices and procedures. Prisoners and health care staff are affected by these types of decisions.

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

The supervisor will review: decisions about matters that are not addressed in department policy; decisions that affect operations outside of the BHCS; decisions regarding the appropriateness of the health care that was rendered, decisions of Bureau-wide scope that may call for a change in policy, procedure or practice.

**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.**

Contact with incarcerated felons will be required. The employee must be able to work in a multi-task environment and accept new tasks with short notice. Walking and sitting for extended periods of time are required. He/she must be able to climb one flight of stairs.

**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

**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?**

Plans, implements, evaluates and monitors quality assurance health care programs for the facility. Responds to complaints from various people regarding prisoner health care. Responds to step I health care grievances.

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

New Establishment for facility.

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

This position analyzes practices to determine if delivery can be improved and if so, what is necessary to make those improvements.

**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:**

- Knowledge of general health care principles and practices.
- Ability to communicate well with others in writing and verbally.
- Must possess superior computer skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

License to practice as a Registered Nurse in Michigan

*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.*

ASHLEY NORTON

\_\_\_\_\_

Appointing Authority

3/18/2024

\_\_\_\_\_

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