

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

This position description serves as the official classification document of record for this position. Please complete this form 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
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Bureau of Health Care
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Registered Nurse Manager 4	Health Care-
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Health Unit Manager	Nursing
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
, Registered Nurse Director 3	Women's Huron Valley Correctional Facility
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Lori Kissau, State Division Administrator 17	<b>3201 Bemis Road, Ypsilanti, MI 48197;</b> 80 hours per pay period

**14. General Summary of Function/Purpose of Position**

This position is responsible for efficient and effective management of health services at a correctional health care complex which includes ambulatory care, urgent emergent services, receptions center, inpatient unit, acute mental health, segregation, boot camp, dialysis and all care in between. Effective management entails the coordination of all clinical activities, ancillary and support services. Serves as a resource/liaison to dental and mental health. In addition this position provides direct clinical care, when appropriate. This is a test designated position. This position has direct contact with and supervisory responsibility over prisoners for more than 50% of work time. The work station of this position is located inside the secure perimeter of the facility.

**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 of Duty 1 - % of Time 55**

This position serves as the team leader and on-site health services administrator. It serves as the extension of BHCS administration to facility level. It coordinates the resources necessary for staff to provide efficient, effective care, i.e., personnel resources, equipment, supplies, etc. It monitors vendor contract compliance and reports issues/concerns to DON, AHSA and contract monitoring unit. It assists in direct patient care as needed. The following tasks are performed in direct contact with prisoners involving supervisory responsibilities over prisoners.

**Individual tasks related to the duty.**

- Acts as a role model in the delivery of health care through participation in every level of the provision of health care.
- Assures that there are systems in place and participates in those systems to assure that individual patients receive needed services in an effective and timely manner.
- Implements and participates in practices and procedures that reflect quality and safe delivery of health care services in accordance with appropriate Department policies, procedures and practices.
- Effectively communicates with health care team and other Departments/Personnel within MDOC, as well as other outside agencies.
- Performs physical examinations, nursing diagnosis, and treatment plan for individual patients who have the most complex health care needs or who present with serious medical issues.
- Participates in and oversees mobilization process assuring appropriate health care interventions.
- Reviews records, examines, and interviews (as necessary) patients when investigating Step I and Step II prisoner/patient grievances.
- Monitors vendor contract compliance and reports issues/concerns to appropriate persons.
- Serves as a liaison with internal (patients) and external customers.

Duty 2

**General Summary of Duty 2 -% of Time 15**

Acts as team leader for Quality Improvement activities.

**Individual tasks related to the duty.**

- Serves as the team leader of Quality Improvement Committee to identify, communicate, and promote best practices.
- Develops the health care team by providing conflict resolution, promoting and meeting staff needs, promoting and practicing effective communication and creating a learning environment.
- Oversees the Performance audit process for health care.
- Assures compliance with department policies, procedures and practices; labor relation agreements; all regulatory and accrediting bodies; and federal and state laws.
- Monitors delivery of nursing services through audits of documentation and care both formally and informally. Provides feedback to individual staff on results and identified issues.
- Assures ongoing audit readiness for various internal and external audit processes. Responsible to audit the medication process at assigned intervals for KOP medication lines, restricted medication lines (all shifts), insulin lines, receipt of medications from vendor, reconciliation of pharmacy bill, medication returns, medication disposal, transcription of MAR and all aspects of current pharmacy services and medication management operating procedure.
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Duty 3

**General Summary of Duty 3 -% of Time 10**

Hires, trains, evaluates and disciplines all direct reports and oversees those processes for nursing supervisors. Assures orientation, ongoing training and Quality Improvement efforts are provided for clinic staff under their chain of command.

**Individual tasks related to the duty.**

- Oversees the hiring, evaluation, and disciplining actions for staff.
- Assures that new hire employees are provided with an orientation following the outlined orientation process established by the BHCS.
- Assures that employees complete annual training, both mandatory and 40 hours.
- Assures that annual and probationary ratings are completed.
- Assures that there are position descriptions for all positions and that all professional staff has current active licenses.
- Assures MP's are properly oriented and receive necessary training in policy, procedure and protocols.
- Assures the various orientation resources/manuals are used when providing new employee orientation and ongoing employee inservices.

Duty 4

**General Summary of Duty 4 -% of Time 10**

Collects, reviews, analyzes data necessary for evaluating the efficiency and effectiveness of service delivery. Maintains required data to comply with department, state and federal standards.

**Individual tasks related to the duty.**

- Collects and submits statistical reports.
- Assures that there is a system for accurate tracking of appointments and other required information.
- Reviews and submits reports regarding contractual services.
- Reviews staffing levels and needs and reports to DON/AHSA any concerns.
- Reviews off-site specialty service processes and ensures appointments are made timely. Reports any deficiencies to DON.
- Assumes fiscal responsibility; manages resources efficiently, reconciles expenditures, projects expenses and eliminates unnecessary expenses, promotes effectiveness and reduces costs, maximizes budgetary allowances, and assures that adequate supplies and equipment are available.
- Submits required monthly, quarterly and annual reports timely and accurately.

Duty 5

**General Summary of Duty 5 - % of Time 5**

Coordinates medical, nursing and ancillary services for the health care unit in conjunction with regional directors. Serves as a liaison for dental, and mental health services.

**Individual tasks related to the duty.**

- Coordinates access to medical, nursing and ancillary services.
- Maintains and promotes open and effective communication with vendors and community partners.
- Maintains and promotes open and effective communication with medical service providers, dental and mental health staff to resolve issues. Communicates with Regional Dental and Mental Health Directors and Assistant Chief Medical Officers.
- Coordinates and oversees the timekeeping. Contributes to the performance evaluation and disciplinary process.
- Responsible for assuring the MP(s) work(s) effectively within the unit and are supported by unit staff and work flow practices.

Duty 6

**General Summary of Duty 6 - % of Time 5**

Serves as health care liaison with the warden and other facility staff.

**Individual tasks related to the duty.**

- Resolves facility issues between health care and other staff.
- Communicates with Warden regarding health care activities within the facility as they relate to custody and security issues, submits reports as appropriate.
- Coordinates facility employee health care services for annual TB testing, hepatitis B injections, employee exposures, and employee accidents.
- Attends meetings and participates on such facility committees as the Assistant Health Services Administrator and Warden deem necessary to accomplish local and department, custody and health care goals.
- Includes the Warden or designee in meetings and committees as designated regarding process improvement when the issues involve custody/security.
- Promotes the Offender Success process from the time of intake at the facility to the time of parole/discharge.

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

Independent nursing and management decision which impact the provision of health care at a facility.

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

Those issues which could have a legal or financial implication to the Department of Corrections.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Visual and hearing ability sufficient to comprehend written/verbal communication. Ability to perform tasks involving physical activity, which may include heavy lifting, walking, running, bending, and standing. There is a potential for exposure to communicable diseases. The job duties require an employee to work under stressful conditions. . Position is located inside the secure perimeter of a correctional facility and has regular unsupervised contact with prisoners.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	RN13 (8)		X-Ray E10
	MRE E10		
	SEC E8		

	GOA E7		
	PhA E8		

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?

This position coordinates the delivery of professional health care services in an ambulatory (and inpatient) clinic in a correctional facility.

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

The health care system has become more complicated with major changes in the health care needs of correctional inmates to include the needs of geriatric patients, hepatitis C patients, and multi-system chronic care patients. An electronic medical record system is utilized to report and monitor health care services. This position also monitors pharmaceutical costs along with costs of providing all health services.

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

The function of the work unit is delivery of health services to prisoners. This position is responsible for the coordination of health care service delivery and is a liaison to dental and mental health services.

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

**EDUCATION:**

Possession of an associate, diploma, or bachelor's nursing degree.

**EXPERIENCE:**

Two years of experience equivalent to a Registered Nurse 13 or Registered Nurse Manager 13, OR, one year of experience equivalent to a Registered Nurse 14 or a Registered Nurse Manager 14.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to handle complicated management issues.  
Ability to deal with difficult people and to be a role model in dealing with prisoner behavior.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

R.N. licensure in the State of Michigan.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**