

**1. Position Code**  
PLNURSEEE95R

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

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                       |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                         | <b>8. Department/Agency</b><br>Michigan Department of Corrections/CFA                                                           |
| <b>3. Employee Identification Number</b>                                                                              | <b>9. Bureau (Institution, Board, or Commission)</b><br>Bureau of Health Care Services                                          |
| <b>4. Civil Service Classification of Position</b><br>Practical Nurse-Licensed E9                                     | <b>10. Division</b><br>Health Care                                                                                              |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>Licensed Practical Nurse                 | <b>11. Section</b><br>Nursing                                                                                                   |
| <b>6. Name and Classification of Direct Supervisor</b><br>TBD; Registered Nurse Manager-2 13                          | <b>12. Unit</b><br>Muskegon Correctional Facility (MCF)                                                                         |
| <b>7. Name and Classification of Next Higher-Level Supervisor</b><br>Michael Wilkinson; Registered Nurse Manager-4 15 | <b>13. Work Location (City and Address)/Hours of Work</b><br>2400 South Sheridan Drive, Muskegon, MI 49442<br>40 hours per week |

|                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14. General Summary of Function/Purpose of Position</b><br><br>This employee performs a full range of practical nurse assignments. The work requires considerable knowledge of the proper methods and procedures for performing assignments as well as considerable knowledge of basic nursing techniques and methods. He/she works under the supervision of a Registered Nurse at all times. |
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| <b>For Civil Service Use Only</b> |
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**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, 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**      35

Medication Administration

**Individual tasks related to the duty.**

- Sorts medications as received by pharmacy.
- Administers medication (oral, SQ, IM, rectal).
- Is familiar with medication doses, actions, and side effects.
- Monitors patients for effectiveness of medications.
- Completes medication tracking record and medication administration record.
- Refers patients to MP for noncompliance as appropriate.
- Tracks chronic care clinic medication needs and assures that medications are ordered in a timely manner.
- Coordinates receipt of medication from pharmacies.
- Provides back up support for the pharmacy assistant, completing the refill process, receiving and sorting meds, completing medication forms, inventorying medications and ordering, preparing orders for OTC medications.

Duty 2

**General Summary of Duty 2 % of Time**      35

Performs emergency first aid, routine nursing procedures, and routine health care tasks.

**Individual tasks related to the duty.**

- Picks up requests for services from designated sites.
- Assists RN with emergency situations.
- Completes lab requisitions and other paperwork.
- Preps patients for laboratory and other diagnostic studies and other procedures.
- Completes AHS and intake screens.
- Assists with telemedicine appointments.
- Provides patient education.
- Performs a variety of patient appointments (lab draws, dressing changes, measure and dispense equipment, apply splints, EKG's Vital signs, CPR, gives PPD's, and other injections, etc.)
- Assists RN as needed.
- Assists MP as needed.

### Duty 3

#### **General Summary of Duty 3 % of Time     15**

Interdisciplinary/Collaborative Responsibilities.

Promotes the MPRI process from the time of intake at the facility to the time of parole.

#### **Individual tasks related to the duty.**

- Participates as a team member in the provision of nursing and health care, interacting with professional colleagues to provide comprehensive care.
- Actively works to identify offender health needs prior to release into the community and communicates their health needs to the Nursing Supervisor, HUM and facility MP.
- Ensures at the exit interview that the offender has medications for parole and that his health care needs have been addressed and appropriate community referrals have been initiated.
- Communicates with patient, criminal justice system, personnel, and other health care providers.
- Makes appropriate and timely referrals to other health care professionals.
- Acts as patient advocate for provisions of care and ethical issues.
- Accepts referrals from other health care professionals and departments.
- Attends staff, Quality/Performance Improvement meetings, and in-service training as assigned.
- Assists RN/MP with duties/procedures as assigned.
- Reads and documents significant and routine events in communication book.
- Monitors and orders clinic supplies and equipment.
- Completes required reports related to statistical data collection, critical incident reports, etc.
- Performs other duties as assigned.

### Duty 4

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

Communication/Accurate and timely documentation and reporting of patient status and care.

#### **Individual tasks related to the duty.**

- Maintains accurate legible and confidential records.
- Documents in a timely and legible manner.
- Provides information regarding patients to other health care members as needed.
- Consults with supervisor/manager, other health care professional and departments as required.
- Documents in appropriate logs.
- Develops therapeutic relationships with patients, demonstrating respect for the patient's individuality.
- Uses the electronic medical record system to document patient encounters.
- Attends case management meetings as assigned.
- Enters special accommodations into OMNI as appropriate.
- Assists with reviewing off-site specialty services documents and schedules appointments as needed.

Duty 5

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

Quality Assurance/Improvement.

Maintains safe environment.

**Individual tasks related to the duty.**

- Participates in quality assurance/improvement on ongoing basis, including systematic review of records and treatment plans evaluating the quality and effectiveness of the nursing process.
- Maintenance of current knowledge by attending educational programs.
- Maintenance of licensure in compliance with current state law.
- Complies with Michigan Department of Corrections policies, procedures, and applicable guidelines.
- Demonstrates competency as required annually.
- Maintains standards of nursing practice.
- Maintains safe environment including control of keys, narcotics, and critical tools.
- Maintains accurate tool count (critical tools, controlled drugs, caustics/flammable, and emergency bag/emergency equipment).
- Maintains standard precautions related to infectious disease control.
- Recognizes, takes appropriate action and reports risk issues to supervisor/manager.

Duty 6

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

**Individual tasks related to the duty.**

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Basic nursing decisions.

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

Those that have potential legal or financial impact on the agency.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Hazards associated with work within a correctional institution and with prisoners. The job duties require an employee to work under stressful conditions. Must be able to walk long distances, stand for prolonged periods, sit and bend. Must be able to lift 30 pounds and carry 10 feet. Must be able to walk up and down two flights of stairs. Must be able to push a stretcher or wheelchair, position patients, and perform CPR. Work involves shift, weekend, and holiday assignments as well as mandatory or voluntary overtime on any shift. Must be able to work longer than eight hours in a day, if required. Position is located within the secure perimeter of a correctional facility.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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> |
|-------------|--------------------|-------------|--------------------|
| None        |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |
|             |                    |             |                    |

20. My responsibility for the above-listed employees includes the following (check as many as apply):

|                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**TO BE COMPLETED BY DIRECT SUPERVISOR**

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

Yes

- 23. What are the essential duties of this position?**

To provide a full range of practical nursing care to prisoners in a correctional ambulatory clinic, maintain the medical inventory, and provide medications.

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

This person will be assigned 100% of time to the facilities.

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

To provide a full range of health care services to a prison population. Licensed Practice Nurses provide medication administration, emergency, and routine nursing care for both the physical and mental health of prisoners. Employee may coordinate specialty services and medical inventory.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Graduation from an accredited practical nurse program.

**EXPERIENCE:**

No specific experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to practice nursing under supervision. Ability to deal with change effectively. Ability to deal with stress effectively. Skill to deal with difficult individuals. Ability to communicate effectively with others verbally and in writing.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Licensure in Michigan as a Practical Nurse.

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

27. *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**

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

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date