

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

**1. REGNURNC**

**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> MICHIGAN VETERAN HOMES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Veterans Homes
<b>4. Civil Service Position Code Description</b> Registered Nurse Non-Career	<b>10. Division</b> Michigan Veterans Homes of Chesterfield Twp
<b>5. Working Title (What the agency calls the position)</b> Registered Nurse	<b>11. Section</b> Nursing Services
<b>6. Name and Position Code Description of Direct Supervisor</b> RIPPERDAN, SARAH L; REGISTERED NURSE MANAGER-2	<b>12. Unit</b> Nursing
<b>7. Name and Position Code Description of Second Level Supervisor</b> SCHULTZ, ADRIENNE; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 47901 Sugarbush Rd. Chesterfield, MI 48047 / Shifts vary; includes rotating weekend schedule

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

This Registered Nurse (RN) position is responsible for the care of members on one or more nursing units, including medication passes, treatments, and wound care. This RN assists with conducting comprehensive assessments and coordinating the long-term care planning for members throughout the Home. Similarly, this position requires the nurse to complete assessments and care planning following incidents as required, such as following falls and injuries, or other unusual occurrences. This position also requires the nurse to monitor and direct LPNs and care givers in providing delegated nursing tasks as needed. Nursing duties that require the education and experience of a Registered Nurse are also required.

This is a test-designated position and is subject to random drug and alcohol testing.

**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**

Assists and supports the overall care delivery of members through ongoing assessments, documentation, and care planning.

**Individual tasks related to the duty:**

- Conducts comprehensive assessments of members based on current member conditions, as well as regularly scheduled assessments (Monthly, Quarterly, Annually, Significant Changes). Completes User Defined Assessments as required.
- Assists with Initial Admission Assessments and initiation of baseline care plans of newly admitted members in the absence of the Unit Coordinator, as requested by DON or designee.
- Determines the overall care needs for each member, formulates a member centered care plan, and oversees implementation of the plan.
- Monitors EMR Dashboards regularly throughout shift to ensure proper planning and completion of tasks.
- Documents all care provided accurately and timely in the Electronic Medical Record (EMR). Makes Progress Note Entries if applicable.
- Coordinates and integrates the care plan with other participating disciplines and care givers into a multi-disciplinary plan.
- Assesses, intervenes, and evaluates interventions and the effectiveness of those interventions included in the care plan and revises the plan of care as required or as needed.
- Obtains, vital signs for assessments (Temperature, Blood Pressure, pulse oximetry, and pain) as ordered or as needed, and evaluates, records, and reports the results to a supervisor or provider if required.
- Communicates pertinent information about member condition and care through appropriate documentation in the members record and through verbal and written communications with supervisors, care givers and other disciplines and departments.
- Obtainment, transcription, and confirmation of provider orders as needed to ensure proper member care and timely interventions.
- Obtains and/or executes physician orders as needed.
- Assist medical providers with rounds as needed. Including, but not limited to examinations, treatment, and interactions with members.
- Assists with monitoring and managing behavioral symptoms.
- Provides comprehensive shift report to oncoming staff.

**Duty 2**

**General Summary:**

**Percentage: 35**

Safely administers prescribed medications, including treatments and wound care, in addition to documenting the provision of that care. Monitors the effectiveness of medications and treatments and provides recommendations based on assessments of the effectiveness of those interventions.

**Individual tasks related to the duty:**

- In accordance with physicians' orders, MVH policy, and accepted professional and regulatory standards: prepares medications, and administers them via oral, rectal, topical, intramuscular, subcutaneous, inhalation, and intravenous routes.
- Utilizes the "5 Rights of Medication Administration" to pass medications accurately. Documents medication pass in the medical record timely and accurately.
- Monitors medication effectiveness and side effects. Reports concerns to supervisor or provider.
- Performs wound treatments for assigned members.
- Administers enteral feedings.
- Carries out nursing procedures and/or therapies within the scope of practice, including but not limited to, catheterization, oxygen therapy, tracheostomy care, oral suction, nasogastric tube placement, and dressing changes, according to the care plans.

**Duty 3**

**General Summary:**

**Percentage: 15**

Other duties as assigned that promote quality of life and care of members, and processes within the Home.

**Individual tasks related to the duty:**

- Completes and/or assists with accurate completion and documentation of incident reports. Assists with root cause analysis and updates the care plan appropriately. Reports any unusual occurrences to supervisor or Designee.
- Promotes a safe work environment and living environment by observing for and facilitating correction of unsafe conditions or work practices.
- Coordinates member appointments as needed.
- May perform duties such as completing medical forms, reports, evaluations and studies as requested by management.
- Assists with activities of daily living, such as positioning, personal hygiene, ambulation, toileting, feeding, etc. Utilizes equipment/aides appropriately.
- Provides direction on delegated tasks to LPNs and CNAs as needed.
- Demonstrate a supportive and positive approach to members and families. Communicates in an effective and respectful manner.
- Completes audits and participates in survey readiness activities as requested or assigned.
- Performs wound care and clinic coordination as needed, in the absence of the Wound Care RN at the direction of the DON or designee.
- Gathers necessary information for Infection Prevention in the absence of the Infection Preventionist at the request of the DON or designee.
- Assists with emergency situations as required.
- Obtainment of medications from Pyxis.
- Provide nursing care, duties, and/or interventions that require the education and experience of a Registered Nurse, including, but not limited to, lab draws, IV insertion and procedures related to IV management, and PICC line management.

#### **Duty 4**

##### **General Summary:**

**Percentage: 5**

Promotes personal and professional growth of self and staff to enhance member care and the overall functioning of work area.

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

- Contributes to the development and improvement of nursing practices and member care through participation in unit and departmental committee and program meetings and activities.
- Assists with orientation and training of new RN's, LPN's and CNA's. Assists with completion of Orientation Checklists.
- Participates in Interdisciplinary Team meetings as requested by the Unit Coordinator or Designee.
- Attends all mandatory meetings and trainings.
- Enhances own professional growth through literature review, attendance at required in-services and other continuing education mandatory for license renewal.
- Provides instruction and guidance in care practices to nursing staff, as needed, or assigned.
- Participates in QAPI and PIPs as requested by the DON or designee.

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

Nursing care needs, which affects members and possibly other departments asked to consult.

Care assignments, which affects members and care giver staff. Need for consultation with physicians or outside agencies, which affects members and consultants.

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

Actions to be taken in unusual circumstances that may not be covered by policy or procedures. Staff levels.

#### **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.**

Intermittent walking, standing, and sitting throughout the shift. Frequent bending, stooping, reaching, pushing, pulling, kneeling, lifting during assessments, assistive care or equipment use. Must be able to perform CPR. Lifting of at least 30 pounds, walking up or down stairs as well as long distances. Standing for long periods of time. Occasional working more than 8 hours a day or 40 hours a week. Weekend, holiday and possibly evening and night shift schedules. Daily contact with illnesses and diseases of members, staff and visitors. Frequent contact with medical waste, chemicals (protective equipment available). Slight risk of needle stick injury (safety needles mandatory in most instances).

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"/> 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.      |

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

Management Developed PD

23. What are the essential functions of this position?

This Registered Nurse (RN) position is responsible for the care of members on one or more nursing units, including medication passes, treatments, and wound care. This RN assists with conducting comprehensive assessments and coordinating the long-term care planning for members throughout the Home. Similarly, this position requires the nurse to complete assessments and care planning following incidents as required, such as following falls and injuries, or other unusual occurrences. This position also requires the nurse to monitor and direct LPNs and care givers in providing delegated nursing tasks as needed. Nursing duties that require the education and experience of a Registered Nurse are also required.

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

N/A – New position

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

The function of the work area is to provide proper care to the members. This position will both provide direct care and develop care plans to ensure the needs of each member are met.

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 P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Skills and knowledge in nursing practices. Ability to interact with and utilize the assets of others to accomplish work.

Ability to effectively communicate and work with a broad spectrum of individuals of varying ethnicities, cultural and educational backgrounds and physical, emotional and cognitive abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of Michigan licensure of a Registered Nurse.

Current Certification in basic cardiac life support (CPR) desired

**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.

N/A

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

ALEC THELEN

4/24/2025

\_\_\_\_\_  
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