

## 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>
<b>4. Civil Service Position Code Description</b> Registered Nurse-2	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Staff Development Coordinator and EMR Coordinator	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE DIVISION ADMINISTRATOR 17	<b>13. Work Location (City and Address)/Hours of Work</b> / Monday – Friday; hours may vary
<b>14. General Summary of Function/Purpose of Position</b>  This position serves as the Staff Development Coordinator for the home with responsibility for developing in-service training and orientation for nursing employees and other facility staff. This position serves to onboard new staff to the home. Additionally, this position serves as an EMR/PCC Superuser and CPR instructor.  This position is a test-designated position and will be 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**

In collaboration with the Administrator and Director of Nursing, determine the educational/training needs of facility staff at the home and develop a plan for programs to respond to those needs including annual CPR Training.

**Individual tasks related to the duty:**

- Continuously monitor staff development needs; use facility audit reports, incident reports, regulatory agency survey reports, and direct communication with staff to assess educational needs.
- Prepare, schedule and provide educational programs to respond to identified needs including for regulatory plans of correction as well as specific home identified needs.
- Conduct in-service training using a variety of methods for adult learners including in person/ face to face, electronic, written handouts, etc. as necessary.
- Conduct annual competency skill checklists/training for RNs, LPNs, and CENAS.
- Provide evidence of competency skill training for clinical employees annually.
- Maintain documentation which analyzes attendance at programs.
- Maintain record of in service in Relias for internal and external trainings.
- Request feedback regarding quality and relevance of each program from participants and use this feedback to improve presentations.
- Use information feedback mechanisms to evaluate teaching/learning effectiveness of programs.
- Assure that teaching methodologies and materials are appropriate to the topic presented and to the audience targeted.
- Plans, evaluates, and implements orientation manuals and training materials to be utilized by new nursing employees, including scheduled times for teaching classes.
- Monitor performance of new employees during the orientation period.
- Coordinate and teach CPR to all necessary staff in facility.
- Track and coordinate trainings done by other facility CPR instructors.

**Duty 2**

**General Summary:**

**Percentage: 20**

The person in this position assists in implementation of various tools in the EMR/PCC to meet the interdisciplinary record keeping needs of the Home. This position is responsible for training new employees, as well as existing staff, in all modules of the EMR/PCC including implementation of new modules or updates of existing modules and troubleshooting identified problems. This person will also be designated to complete system testing and evaluation within the implementation of new or updated modules.

**Individual tasks related to the duty:**

- Identifies training needs related to EMR/PCC.
- Plans, develops, and implements orientation training for new employees and ongoing training for existing employees to ensure understanding of the system used to document health information in the medical record.
- Conducts training for managers to broaden their knowledge of audit and quality assurance tools to ensure compliance with documentation.
- Communicates updates and provides training, as needed, when new EMR modules are developed or updated.
- Performs testing and observational methods to ensure understanding and compliance with training.
- Act as an advisor to other departments and disciplines related to the EMR and provide training as needed.
- Provides clinical assistance to medical providers, acting as a resource to improve efficiency related to utilization of the EMR
- Provides 1:1 EMR/PCC training when necessary

**Duty 3**

**General Summary:**

**Percentage: 20**

Assure that appropriate regulatory standards for nursing staff development and orientation are met at the home.

**Individual tasks related to the duty:**

- Track CENA certification.
- Understand standards for nursing staff development and orientation established by Department of Licensing and Regulatory Affairs, Veterans' Administration, and other regulating agencies as appropriate.
- Plan programs and documentation to reflect compliance with relevant standards.
- Provide intermittent progress reports to managers regarding individual compliance status.
- Prepare and implement plan of correction for department in response to specific surveys.
- Track competency of clinical staff annually.

**Duty 4****General Summary:****Percentage: 5**

Participate in facility QAPI program.

**Individual tasks related to the duty:**

- Participate in the home's Process Improvement Projects to develop or improve systems at the facility.
- Report to QAPI status of educational QAPI programs.
- Participate on nursing and facility-wide committees as assigned.
- Participate in continuing education to enhance professional growth and development.

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

Act as a liaison between Nursing and other departments/divisions of the home, in coordinating mutual education needs, programs and resources. Assess needs for educational resources for staff development at the home and make recommendations for obtaining and placing them. Oversee inventory and maintenance of resources.

**Individual tasks related to the duty:**

- Collaborate with other department representatives to coordinate overlapping educational needs/priorities.
- Participate in meetings and other relevant activities with other departments to identify and respond to training needs within the department.
- Provide education representation in relevant activities or groups.
- Set up and maintain inventory of resources, including equipment and informational materials.
- Critique informational materials and recommend/request applications for the home.
- Evaluate and recommend use of outside presenters and resources and coordinate programs utilizing them.

**Duty 6****General Summary:****Percentage: 5**

Other Duties as needed.

**Individual tasks related to the duty:**

Other tasks as needed.

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

Timing and topics for educational programs. Specific strategies for carrying out the objectives of the department and related objectives for the Division of Nursing. Use of time and specific schedule. Immediate supervisory and managerial decisions regarding staff activities and/or member care on units during temporary absence of nursing manager or during house supervisor responsibilities.

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

Decisions beyond the scope of authority delegated to the position. Decisions that affect other disciplines or departments. Decisions that require new policies or policy change.

**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 walking, bending, twisting, stooping, reaching, pushing, pulling, kneeling, lifting during assessments, assistive care or equipment use. Must be able to perform CPR. Lifting of at least 40 pounds and carrying up to 15 pounds. 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). May have exposure to secondhand smoke.

**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 created PD.

**23. What are the essential functions of this position?**

This position serves as the Staff Development Coordinator for the home with responsibility for developing in-service training and orientation and onboarding for nursing employees and other facility staff including CPR training. Additionally, this position serves as EMR Coordinator.

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

New position.

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

This position provides in-service/training classes and orientation to all home staff, including EMR/PCC and CPR training. The position also provides back up in the nursing administration office.

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

**EDUCATION:**

Possession of a diploma, associate's, bachelor's, or master's degree in nursing accepted for licensure 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:**

Skills and knowledge in nursing administration and 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. Knowledge, skills and abilities in staff development in a long-term care environment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of Michigan licensure as a Registered Nurse.  
Current certification as Basic Cardiac Life Support (CPR).

Certification as Basic Cardiac Life Support (CPR) Trainer or able to obtain certification within 6 months of assuming the position.

*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.*

\_\_\_\_\_

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