

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Registered Nurse Manager-2	10. Division
5. Working Title (What the agency calls the position) Unit Coordinator - Registered Nurse Manager	11. Section
6. Name and Position Code Description of Direct Supervisor ; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 47901 SUGARBUSH RD., CHESTERFIELD, MI 48047 / M-F 8am-4:30pm

14. General Summary of Function/Purpose of Position

The Unit Coordinator's role is to manage and direct the overall delivery of long-term nursing care on a 24-hour basis for an established group of nursing units. The employee functions as a first-line administrative supervisor of a standard work area (second-level clinical direction) directing the nursing activities of subordinate, licensed, professional, Registered Nurses. This RN is responsible for leading regular clinical meetings, including the interdisciplinary team members, as necessary, to address all incidents, investigate issues, and teaches others how to investigate and resolve problems to ensure quality of life and care for the Home's members. This will require auditing member care areas to verify treatments are done, documentation is complete, medication pass is timely and has adequate controls in place and that members and families are satisfied with their care. This position is responsible for all issues in their area and will assure thorough communication with other disciplines and with leadership, as appropriate. Regulatory compliance will be a focus as well to further ensure quality of care.

This position is test designated, and as such is subject to random drug and/or 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: 60

Effectively uses leadership skills and clinical decision making to ensure safe, quality care on a 24-hour basis for assigned nursing units. Acts as a resource to all nursing personnel.

Individual tasks related to the duty:

- Directs functions of nursing activities in accordance with current rules, regulations, and guidelines that govern the State Veterans Home.
- Attends shift report on assigned units regularly, daily clinical meetings and risk meetings as required.
- Completes daily rounds on assigned units to observe and evaluate care delivery practices and systems.
- Contacts medical provider as needed for requests/orders as it relates to member conditions.
- Attends member care conferences and behavior meetings for assigned area.
- Monitors and updates care plans as needed.
- Ensures that the Nursing Services Procedures Manual is followed by clinical service personnel, and that it reflects the day-to-day clinical care procedures used by the Home.
- Coordinates nursing services with other member services to ensure the continuity of the members' total regimen of care.
- Ensures that all nursing service personnel are following their respective position descriptions.
- Observes care being provided on the units to ensure it meets the needs and the standards of the members and the Home and promote a philosophy of person-centered care in all aspects of care delivery.
- Performs administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- Ensures that reference material (i.e. PDR's Federal and State Regulations, etc.) maintained at the nurses' station is current. Recommend written material that will assist the Nursing Services Department in meeting the day-to-day needs of the member.
- Primary care planning responsibilities for assigned area and ensures an accurate reflection of current member needs and are updated quarterly and with any significant change in condition.
- Conducts meetings as necessary with staff, members, and families to assist in identifying and correcting problem areas and/or the improvement of services.
- Assists in preparing staff for authorized surveys and inspections made by authorized government agencies.
- Makes written and oral reports/recommendations to the Director of Nursing as necessary/required concerning the operation of the Nursing Services Department.
- Reviews admissions, transfers, and discharges of all members on assigned section.
- Completes (when applicable) accident/incident reports in Risk Management for assigned area.
- Reviews incident reports for completion including, but not limited to compliance with regulatory bodies, policies, and procedures of the Home; determination of root cause, and ensuring interventions are both person-centered and directed at the root cause of the incident to promote quality of life and care for members.
- Serves as a liaison between members, families, and visitors.
- Acts as a resource for all nursing personnel.
- Meets with all newly admitted members and families of their assigned area to welcome them and address concerns they have as they transition to living at the Home, their plan of care and their expectations of the Home.
- Completes initial admission assessment for newly admitted members and initiates/completes baseline care plan within guidelines of governing bodies.
- Coordinates closely with MDS to ensure care is delivered appropriately for each member.
- Works to resolve any issues or complaints raised by members or families.
- Runs various available EMR reports to evaluate care and documentation. Follows up on issues, as needed.
- Keeps the Director of Nursing informed of the status of member, staff, or related matters through written or oral report.
- Works with Michigan Veteran Homes administrative support staff to facilitate change, provide direction and guidance and to evaluate programs for the overall success of the Home.
- Works with In-Service Coordinator to plan for the training needs of personnel and assist, as necessary.
- Works with Infection Preventionist to gather necessary infection surveillance information.
- Monitors infection control standards and reports to Infection Preventionist.
- Develops and maintains a good working rapport with interdepartmental personnel, as well as other departments within the facility to ensure that nursing services and activities can be adequately maintained to meet the needs of the members.
- Works with the Staffing Coordinator to assure staffing needs are met.
- Coordinates member appointments as needed.
- Receive sick calls and coordinates with the Staffing Coordinator to provide sufficient staffing of the Home.

Duty 2

General Summary:

Percentage: 15

Ensure compliance as it relates to policy, procedures, and regulatory compliance.

Individual tasks related to the duty:

- Ensures that department personnel always follow the departments established policies and procedures.
- Conducts regular audits and investigations to ensure compliance.
- Participates in mock surveys and survey preparation.
- Participates in formulating corrective action plans to address regulatory concerns.
- Participates in the developing, maintaining, and updating of our written policies and procedures that govern the day-to-day functions of the Nursing Department.
- Educates staff, as needed, to ensure compliance with facility policies and procedures and State and Federal regulations.
- Advises administration consistently of any issues or concerns (incidents, accidents, potential sentinel events, etc.).
- Provides ongoing feedback to nursing personnel regarding compliance.

Duty 3

General Summary:**Percentage: 15**

Supervises and evaluates subordinates to ensure appropriate direction of quality of life and care on assigned units. Addresses performance issues as needed and acts as a resource.

Individual tasks related to the duty:

- Participates in an interview panel for hiring of RN12's, LPN's and other vacant positions upon request of the Director of Nursing.
- Delegates to each staff person the administrative authority, responsibility, and accountability necessary to perform their assigned duties.
- Monitors absenteeism and serves as an advisor to RN12's to assist them in counseling staff and/or counsel subordinates for the same.
- Ensures that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Directs, guides, teaches, counsels, evaluates, and disciplines nursing personnel, as necessary.
- Encourages staff to attend and participate in training programs.
- Completes performance evaluations in timely manner to ensure employee performance.
- Processes payroll for immediate direct reports and facilitates completion of payroll processing for RN 12 Unit Managers.
- Meets with staff regularly to assist in identifying and correcting problem areas and/or improvement of services.
- Knowledgeable in matters of labor relations and works with union and assigned staff to resolve issues and concerns.

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

Actively participates in Quality Assessment and Performance Improvement (QAPI) Activities at the Home.

Individual tasks related to the duty:

- Provides information to QAPI Coordinator related to quality of life and care at the Home.
- Ensures reports are completed timely and submitted to QAPI Coordinator.
- Monitors Home's clinical quality measures and how they relate to the quality of care provided to members.
- Leads Performance Improvement Projects (PIPs) to resolve issues and problems and promote quality of care for members.
- Encourages staff to attend and participate in training programs.

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

Participate in departmental projects or assignments as assigned by the Director of Nursing.

Individual tasks related to the duty:

- Attend committee and project meetings, as assigned.
- Lead project teams to improve nursing systems at the Home.
- Flexible scheduling may be needed to meet the duties of this role and 24-hour accountability.
- Reasonable availability on a rotational basis as assigned for contact by the Home for advisory purposes.
- Cover for other RN 13 Unit Coordinators in their absence, as needed.
- Cover for DON in their absence, as needed.
- Other duties as assigned.

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

- Decisions regarding nursing care and ensuring interdisciplinary person-centered interventions are in place for members residing at the Home.
- Investigating allegations of potential abuse and neglect and notifying DON/Administrator immediately.
- Investigating other issues or problems that may arise. Performance management for employee performance issues.
- Approving employee time and attendance.

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

- Decisions beyond the scope of authority delegated to the position.
- Decisions related to employment (hiring, termination, discipline, etc.).
- Decisions to alter existing policy and procedure.
- Decisions involving other departments/disciplines.

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.

Significant walking including up and down stairs; exposure to contagious disease and second hand smoke; standing; sitting; bending; stooping; reaching; pushing; pulling; lifting heavy objects; significant computer usage.

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

This position will supervise 3 RN Manager 12s, 2 RN P11s, and 10 LPNs.

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?

Management created PD.

23. What are the essential functions of this position?

The Unit Coordinator's role is to manage and direct the overall delivery of long-term nursing care on a 24-hour basis for an established group of nursing units. The employee functions as a first-line administrative supervisor of a standard work area (second-level clinical direction) directing the nursing activities of subordinate, licensed, professional, Registered Nurses. This RN is responsible for leading regular clinical meetings, including the interdisciplinary team members, as necessary, to address all incidents, investigate issues, and teaches others how to investigate and resolve problems to ensure quality of life and care for the Home's members. This will require auditing member care areas to verify treatments are done, documentation is complete, medication pass is timely and has adequate controls in place and that members and families are satisfied with their care. This position is responsible for all issues in their area and will assure thorough communication with other disciplines and with leadership, as appropriate. Regulatory compliance will be a focus as well to further ensure quality of care.

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

New PD.

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

Delivery of quality nursing care to an assigned group of residents on an assigned nursing unit. This position ensures that nursing care provided is person-centered, interdisciplinary, and meeting all regulatory requirements that impact the Home.

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

EDUCATION:

Completion of a degree in nursing or nursing school educational program accepted for registered nurse licensure by the Michigan Board of Nursing.

EXPERIENCE:

Registered Nurse Manager 13

Two years of experience equivalent to a Registered Nurse P11 or one year equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

Alternate Education and Experience

Registered Nurse Manager 12 - 13

Possession of a master's degree in nursing may be substituted for one year of experience equivalent to a Registered Nurse P11; or, possession of a bachelor's degree in nursing may be substituted for six months of experience equivalent to a Registered Nurse P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills related to problem solving and conflict resolution.
- Knowledge of standards of care, rules and regulations which govern the Home.
- Ability to work independently and see projects through to conclusion.
- Clinical knowledge and skill as a registered nurse.
- Knowledge of scientific principles and specialized techniques used in the practice of nursing.
- Knowledge of medications and treatments.
- Knowledge of materials, supplies, and equipment required.
- Knowledge of Microsoft software (Word, Excel, Access).
- Knowledge of EMR and scheduling systems (PCC, Wound Rounds, OnShift, etc).
- Knowledge of current literature, technology and techniques used in the field of nursing.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of equal employment practices.
- Ability to instruct, direct, and evaluate employees.
- Ability to assess the effectiveness of nursing care.
- Ability to carry out detailed instructions.
- Ability to remain calm during stressful situations.
- Ability to maintain records, prepare reports, and compose correspondence.
- Ability to communicate effectively.
- Ability to maintain favorable public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Valid, current license as RN in the State of Michigan
- Valid, current CPR certification

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