

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGNMGR1F03N

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 INAC-D.J. JACOBETTI HOME FOR V
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Operations
4. Civil Service Position Code Description REGISTERED NURSE MANAGER-1	10. Division Department of Military and Veterans Affairs
5. Working Title (What the agency calls the position) RN Manager 12 - Unit Supervisor	11. Section
6. Name and Position Code Description of Direct Supervisor KNUTTILA, SAMANTHA J; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor KNUTTILA, SAMANTHA J; REGISTERED NURSE MANAGER-3	13. Work Location (City and Address)/Hours of Work 425 FISHER ST; MARQUETTE, MI 49855 / varies; 06:15-1445; 1430-2300; 2245-0715

14. General Summary of Function/Purpose of Position

The employee functions as a first-line administrative supervisor of a limited work area (second-level clinical direction) comprised of resident care staff; Practical Nurses, and Resident Care Aides.

The Unit Supervisor's role is concerned with the maintenance, provision, and administration of nursing and health care to the member. The RN supervisor is responsible for assessment and nursing care planning of members in the identified caseload. The RN supervisor is the main liaison between the member and the many disciplines involved in his/her care. The supervisor works in a consultative role for all staff. As supervisor, the RN maintains eight-hour responsibility for administration of one to four member care areas and supervises one to four teams of Resident Care Aides and LPN's. As a nurse this individual is also required to perform clinical duties requiring the skills and experience of an RN.

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: 40

Function as a charge nurse for an assigned area, providing clinical nursing care to members of the Home and providing oversight and direction to LPN's and RCA's for an 8 hour shift.

Individual tasks related to the duty:

- Assign subordinate staff duties.
- Obtain factual data regarding the member's physical and psychological condition through the nursing assessment process.
- Identify member needs and problems. Make nursing diagnoses. Develop interventions to meet member needs.
- Give direct nursing care to members as needed (e.g. initiate intravenous therapy as ordered, perform sterile and non-sterile treatments, dressing changes, initiate and maintain oxygen therapy as ordered, perform bladder scans, EKG's bladder catheterization, feeding tube placement, PICC line management, administration of IV fluids and medications, etc.)
- Work directly with staff, member, and family to carry out the plan of care. Assess and eliminate barriers.
- Respond and assist with any emergency situation as needed.
- Triage members needing to be evaluated by medical providers and provide them any necessary data to evaluate condition.
- Transcribe and execute physician orders.
- Document care provided, medications and treatments administered, changes in members' condition, and member response to interventions. Notify family/responsible party when indicated.
- Communicate member care needs through intershift report, condition report and interdisciplinary team.
- Assess needs and request supplies and equipment as needed to care for members.
- Be prepared to follow all emergency codes and procedures for assigned area.
- Act as faculty-wide charge nurse for an assigned shift as required.
- Assist in covering nursing administrative duties as assigned.
- Act as a resource/mentor to nursing personnel.
- Notify unit coordinator/administration of significant incidents/events. Notifies DON/Administrator immediately of any alleged incidents of abuse/neglect.

Duty 2

General Summary:

Percentage: 25

Monitor clinical performance and evaluate Resident Care Aides and LPN's on assigned units.

Individual tasks related to the duty:

- Oversee and assure quality and quantity for unit meet the Home's standards, policies, and procedures.
- Responsible for performance evaluations of Resident Care Aides and LPN's. Prepare Civil Service ratings for these employees as assigned.
- Meet and share expectations with Resident Care Aides and LPN's and provide needed counseling and documentation on clinical performance, time and attendance problems, and other employment issues.
- Discipline employees as required.
- Recommend personnel actions related to unsatisfactory job performance within limits of the Institutional Unit Contract.
- Act as a role model and clinical resource to subordinates.
- Process employee timesheets and leave requests.
- Run appropriate reports in Electronic Medical Records (EMR) to daily monitor documentation completed by direct care staff.
- Investigate member/employee incidents to determine root cause and implement appropriate interventions.

Duty 3

General Summary:

Percentage: 20

Promote communication in member care areas.

Individual tasks related to the duty:

- Support Home and Nursing Department philosophy, policies, and procedures.
- Conduct regular unit meetings with Resident Care Aides and LPN's to review and set unit goals.
- Promote problem-solving approach with team members. Assist team members in assuming responsibility for pursuing problems directly with those involved.
- Review new policies and procedures with staff. Ensure compliance,
- Attend scheduled meetings. Participate in committees as assigned.
- Sort and direct questions or problems from other departments or disciplines to appropriate persons for resolution.
- Participate in the interdisciplinary care planning process and complete IDT Summary for assigned members.
- Provide change of shift report.
- Report any concerns related to provision of member care to RN13 Shift Supervisor.
- Make unit rounds as needed and/or directed.
- Serve as an RN advocate for an assigned group of members.
- Meet with members/families/responsible party to resolve problems or issues.

Duty 4

General Summary:

Percentage: 10

Assist with staff development and orientation.

Individual tasks related to the duty:

- Provide for new employee orientation to routine procedures and activities.
- Assure that new employees feel welcome and become integrated into the work group.
- Assure that new employees feel welcome and become integrated into the work group.
- Return completed Orientation Checklist/Skills Checklist to In-Service Director within appropriate time frames from employees start date.
- Identify in-service needs of LPN's and Resident Care Aides on unit and give input to Shift Supervisors, Director of Nursing, and/or In-Service Director.
- Consult with nursing staff. Give in-service to staff when needed.
- Serve as a resource person to assist staff in facility with unit projects and activities.
- Work with nursing students in coordinating member assignments.
- Work with In-Service Department in coordinating nurse aide trainee's member assignments and assist with new employee orientation.

Duty 5

General Summary:

Percentage: 5

Participate in activities for professional growth.

Individual tasks related to the duty:

- Participate in programs, workshops, classes, meetings, and/or self-study to upgrade knowledge and skills.
- Assist in developing and giving in-service programs.
- Serve as a leader or member of a committee. Attend scheduled meetings.
- Declare an area of clinical interest or specialty for consultative purposes.
- Participate in or lead performance improvement projects for assigned area.
- 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.

- Emergency care of members which are life/death clinical situations.
- Nursing interventions not requiring a physician order.
- Evaluation of subordinates.
- Daily assignments of LPN's and Resident Care Aides.
- Scheduling and performing member care.

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

- Decisions beyond the scope of authority delegated to the position.
- When the decision would affect other nursing units or departments.
- Interpretation of the Institutional Unit contract when there is disagreement.
- Purchasing major equipment.

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.

- Walking, standing, bending, pushing wheelchairs and carts, lifting and transferring members.
- Exposure to illnesses from members, staff, or visitors.
- Exposure to second hand smoke.
- Computer terminal use.
- Help with members during fire and evacuation drills.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MURRAY, JASMINE	RESIDENT CARE AIDE-E E8	GAUTHIER, AMY L	RESIDENT CARE AIDE-E E8

Additional Subordinates

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?

The essential duties of the RN12 Manager position is to be responsible for an 8 hour shift on an assigned area, directing staff, handling the nursing duties, passing medications, working with medical consultants, and carrying out functions called for in the member's care plans. May be required to address staffing and be responsible for problem solving within the facility

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

The employee functions as a first-line administrative supervisor of a limited work area (second-level clinical direction) comprised of resident care staff; Practical Nurses, and Resident Care Aides. The position description update is an effort to provide a composite position description for each RN Manager within the work area. Minor changes have been made to clarify language within the tasks. Otherwise, the position remains the same.

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 nursing care services and assistance with daily living to the members of the Home.
- This position provides clinical care at the experienced RN level and includes member assessment and care planning functions, administrative/leadership functions, and staff development.

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

EDUCATION:

Possession of a Bachelor's degree in nursing.

EXPERIENCE:

Registered Nurse Manager 12

One year of experience equivalent to a Registered Nurse P11 is preferred, but not required.

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:

- Knowledge of nursing skills and the ability to supervise LPN's and Resident Care Aides.
- Must also have good interpersonal skills and be able to communicate and interact successfully with the aged, disabled, and infirmed.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be licensed in Michigan to practice as a Registered Nurse.

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