

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

<b>Position Code</b>
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## 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> INAC-GRAND RAPIDS HOME FOR VET
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Veterans Health System
<b>4. Civil Service Position Code Description</b> Registered Nurse-E	<b>10. Division</b> Grand Rapids Home for Veterans
<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> VACANT	<b>12. Unit</b> 3-Red/3-Blue
<b>7. Name and Position Code Description of Second Level Supervisor</b> BIXLER, PAULA R; STATE ADMINISTRATIVE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 3000 Monroe Avenue NW-Grand Rapids, MI 49505-3397 / 1st shift

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

Responsible for the direct care of members on one or more nursing units, including medication pass and treatments. Conducts comprehensive assessments of members needs and coordinates the long-term planning of care for a specific member case load. Monitors and directs LPNs and care givers in providing delegated nursing activities as needed.

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**

Generates an overall nursing care plan for members in a designated case load.

**Individual tasks related to the duty:**

- Conducts initial assessment of new members on unit. Determines the overall care needs for each member, formulates a member centered care plan and oversees implementation of the plan.
- Coordinates and integrates the care plan with other participating disciplines and care givers into a multi-disciplinary treatment plan.
- Reassesses members and evaluates effectiveness of the plan and making needed revisions to optimize their care.
- Continually revises the care plan as needed to ensure member centered care is provided.

**Duty 2**

**General Summary:**

**Percentage: 35**

Directs the nursing care of assigned members on assigned unit(s) utilizing ongoing assessment, which includes administering medications and performing treatments.

**Individual tasks related to the duty:**

- Consistent with the overall treatment plan and current status of each member, determines the immediate nursing care needs, including necessary assessments.
- Assigns nursing care duties to nursing staff, as appropriate.
- Assists with the provision of nursing care for the duration of the shift.
- Communicates pertinent information about member condition and care through appropriate documentation in the member's record and through verbal and written communications with supervisors, care givers and other disciplines and departments.
- Responds in a professional and caring manner to questions and concerns of members and their families and/or significant others.
- Administers medications and documents in electronic medical record.
- Initiates, administers and manages IV medications as ordered.
- Performs minor care wound treatments as ordered.
- Monitors and clinically directs LPNs and care givers in the performance of delegated nursing activities.
- Assesses members' complex medical needs and reports to physician.
- Consults with LPNs and provides knowledge and advice as needed.
- Make rounds with the physician.

**Duty 3**

**General Summary:**

**Percentage: 10**

Promotes personal and professional growth of self and staff to enhance member care and 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.
- Participates in Interdisciplinary team meetings; problem solving of unit concerns.
- Enhances own professional growth through literature review, attendance at required inservices and other continuing education mandatory for license renewal.
- Provides instruction and guidance in care practices to nursing staff, as needed or assigned.
- Participates in staff meetings to facilitate open communication and problem solving of unit concerns.

**Duty 4**

**General Summary:**

**Percentage: 10**

Act as electronic medical records specialist for the floor

**Individual tasks related to the duty:**

- Enter orders into the electronic medical record for the floor.
- Mentors the LPNs and CENAs regarding electronic medical record issues.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties appropriate to the job classification, as needed or assigned.

**Individual tasks related to the duty:**

- Promotes a safe work environment and living environment by observing for and facilitating correction of unsafe conditions or work practices.

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

Nursing care needs. Affects members and possibly other departments asked to consult.

Care assignments. Affects members and care giver staff.

Need for consultation with physicians or outside agencies. 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):**

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Approve work.  
N Review work.  
N Provide guidance on work methods.  
N 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?

Assessment of members' complex medical needs and development and coordination of IDT care plan.

Initiate IV lines, administer IV medications and manage IV therapy as ordered.

Monitor and clinically direct LPN and caregivers in performance of nursing activities.

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 work area is the living quarters for mostly elderly residents (members) who require 24-hour medical and nursing supervision and care. This position oversees the nursing care provided by para-professional and technical staff and coordinates care provided by consulting nursing and non-nursing staff.

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

**EDUCATION:**

Registered Nurse P11-13:

Possession of a diploma, associate's, bachelor's, or master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

Registered Nurse 14:

Possession of a master's degree in nursing accepted for licensure 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.

This PD is a current, accurate representation of the duties assigned to the position.

*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