

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.) Vacant	8. Department/Agency MICHIGAN VETERAN HOMES
3. Employee Identification Number _____	9. Bureau (Institution, Board, or Commission) Michigan Veterans Health System
4. Civil Service Position Code Description REGISTERED NURSE-1	10. Division Michigan Veteran Homes Grand Rapids
5. Working Title (What the agency calls the position) RN Wound Care/ Clinic Coordinator	11. Section _____
6. Name and Position Code Description of Direct Supervisor BIXLER, PAULA	12. Unit _____
7. Name and Position Code Description of Second Level Supervisor _____	13. Work Location (City and Address)/Hours of Work 2950 Monroe NE Grand Rapids, MI 49505 / 8 AM - 4:30 PM Monday-Friday
14. General Summary of Function/Purpose of Position This position functions as a staff nurse that provides specialized advice on the assessment, care, and management of complex wounds. This nurse performs nursing services to a specialized caseload of members who are at risk for skin breakdown or already have compromised skin integrity in the form of stasis, pressure, or other wounds. The Wound Care Nurse is responsible for care planning for a specialized caseload and acts as a liaison between the member, family and Interdisciplinary team involved in his/her care. This position will demonstrate and facilitate evidence-based wound care practice and will provide teaching and coaching in the use of products and resources to support care delivery and best practice initiatives. This position will also require the coordination of in-house held clinics, including but not limited to, podiatry services provided within the Home.	

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: 70

Assessment, planning, implementation, and management of wound prevention and wound care throughout the Home.

Individual tasks related to the duty:

- Demonstrates expert knowledge and promotes excellence in complex wound and pressure care management.
- Implements physician's orders for wound care; Performs all wound care.
- Responsible for the assessment, diagnosis, treatment planning and follow-up care of members with complex wounds.
- Completes initial skin assessments on new admissions, working collaboratively with intake nurse.
- Completes Braden scales on new admissions, quarterly, significant changes and as needed.
- Develops holistic person-centered care plans in collaboration with Interdisciplinary Team related to skin prevention and wounds.
- Regularly reviews, updates, and maintains care plans associated with skin integrity prevention and members with wounds.
- Attends Care Conferences as required for members being followed by wound care nurse.
- Communicates changes in the care plan to member and responsible party, and staff as required. Documents notifications as required.
- Stage, track, and document on all pressure, stasis, or other wounds. Documents in the member record as appropriate.
- Utilizes tools in Point Click Care (PCC) to monitor and track progress of wounds. Documents measurements and progress of wounds at least weekly, and more often if required.
- Completes wound rounds with provider(s). Communicates with providers about member care and makes recommendations as appropriate.
- Inventories and orders specialized equipment and/or supplies using the procurement process for prevention and management of wounds. Provides consultation and orders supplies to meet the needs of members requiring stomal care (colostomy, urostomy).
- Works collaboratively with staff, offering advice and making recommendations for care management, following a comprehensive assessment.
- Attends Risk Meetings as required by DON or designee.
- Recommends changes in treatments and ordering of diagnostic tests in accordance with best practice guidelines.
- Suggests appropriate referral(s) to other clinical disciplines as appropriate.
- Plans and coordinates in-house clinics (podiatry, dentistry, etc.). Notifies member and responsible parties of appointments and documents appropriately. Coordinates with the staffing coordinators to ensure proper staffing on clinic days. Documents summary of member clinic appointments.
- Other duties that require the education and/or skill level of a Registered Nurse including, but not limited to, IV and PICC care/management, starting IVs, IV medications, drawing blood, passing medications if deemed necessary, assisting with emergencies, and providing cares as needed.

Duty 2

General Summary:

Percentage: 20

Functions as the sole Quality Assurance Nurse for skin related prevention and management throughout the Home.

Individual tasks related to the duty:

- Plans, implements, evaluates, and monitors quality assurance for wound care management.
- Leads the development and review of best practice pathways, protocols, and guidelines in wound care management.
- Collaborates in formulating, implementing, and evaluating policies and procedures for wound care management.
- Works with medical staff to develop and maintain wound care protocols and standing orders to provide timely and appropriate wound care.
- Reviews skin prevention and wound care policies at least annually, and as needed.
- Participates in committees as requested and report qualitative, quantitative, and timeliness findings to facility quality assurance team.
- Investigates pressure injuries throughout the home and reports to QAPI and DON or designee on findings.
- Identify clinical deficits and plans for corrective action.
- Attends QAPI as requested by DON or designee.
- Completes audits as needed and/or requested.
- Monitors Quality Measures regularly in Wounds.

Duty 3

General Summary:

Percentage: 10

Acts as a resource for all disciplines in skin prevention practices and wound care. Provide teaching and coaching in use of resources to support care delivery and best practice initiatives.

Individual tasks related to the duty:

- Acts as a nursing resource, providing expert advice and education to nursing staff and other facility staff, demonstrating skilled mentoring/coaching, teaching and guidance in best practice of wound care management.
- Assists in implementation of nursing best practice initiatives and models of care appropriate to person-centered care needs.
- Provides education to members, their families, and facility staff to improve member outcomes and gain participation with their treatment.
- Role models consistent with best practice for older people with complex needs.
- Conduct in-service education to facility staff as necessary and/or requested.
- Maintain cooperative working relationships with internal and external organizations and/or individuals.
- Research and prepare information for approval of new equipment and supplies to improve person-centered member care.
- Participate in programs, classes, meetings and/or self-study to maintain strong and current knowledge base.
- Assists in developing in-service training programs.

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

Establishes best practices in complex wound care and pressure sore management for entire facility.
Changes in tracking procedures- the clinics are affected by how well we can monitor and manage the person-centered care for the members that reside in the Home.

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.

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 25 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. Daily contact with illnesses and diseases of members, staff, and visitors. Frequent

contact with medical waste, chemicals (protective equipment provided). Slight risk of needle stick injury (safety needles mandatory).

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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 - management created PD.

23. What are the essential functions of this position?

Provide evidence based best practice in wound care management and developing care plans as appropriate.
Provide teaching and education in the use of resources in wound care management.
Function as quality assurance nurse in wound care management.

Coordinate in-house clinics.

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

This PD has been updated to remove dental clinic from Wound Nurse oversight.

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

The work area includes the entire facility and the services it provides to the members who require 24-hour medical and nursing care.

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 12

One year of experience equivalent to a Registered Nurse P11.

Alternate Education and Experience

Registered Nurse 12

Possession of a master's degree in nursing or possession of a bachelor's degree in nursing and six months of experience equivalent to a Registered Nurse P11 may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skills and knowledge in best practices in wound care, nursing administration and current practices.
Ability to effectively communicate with nurses, interdisciplinary team, volunteers, members, families, and vendors.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Current Wound Care Certification (WCC), or to obtain within 6 months of hire
Possession of Michigan licensure as a Registered Nurse
Current BLS or obtain certification in Basic Life Support within 2 months of hire

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.

HANNAH SCHULER

1/28/2021

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