

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGNURNC

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) Michigan Veteran Homes
4. Civil Service Position Code Description Registered Nurse Non-Career	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Registered Nurse Non-Career	11. Section Nursing Services
6. Name and Position Code Description of Direct Supervisor AGNELLO, DAWN M; REGISTERED NURSE MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BIXLER, PAULA R; STATE ADMINISTRATIVE MANAGER-2-FZN	13. Work Location (City and Address)/Hours of Work 2950 Monroe Avenue NE Grand Rapids, MI 49505 / Hours/Shifts May Vary

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.

This position is test-designated and is 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

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 in-services 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):

- | | |
|---|--|
| <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?

Yes - management developed PD.

23. What are the essential functions of this position?

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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:

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 Non-Career N

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.

N/A

I certify that the entries on these pages are accurate and complete.

HANNAH SCHULER

6/11/2025

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