

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGNURS1

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 Veterans Health System
4. Civil Service Position Code Description Registered Nurse-1	10. Division INAC-GRAND RAPIDS HOME FOR VET
5. Working Title (What the agency calls the position) Registered Nurse-1	11. Section Nursing Services
6. Name and Position Code Description of Direct Supervisor MACDONALD, CARLY; STATE DIVISION ADMINISTRATOR	12. Unit Nursing
7. Name and Position Code Description of Second Level Supervisor ROLSTON, STEVEN V; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2950 Monroe Avenue NW-Grand Rapids, MI 49505 / PART TIME

14. General Summary of Function/Purpose of Position

Functions as a recognized resource assessing members in assigned section for accurate and timely Minimum Data Set (MDS) that is required to be sent to the Veterans Administration (VA) and to the Centers for Medicare and Medicaid (CMS). The MDS must be completed by a Registered Nurse who compiles information into the MDS after assessment of individual's medical and nursing needs. The MDS determines payment for the home. The MDS nurse is responsible for coordinating and scheduling the MDS in accordance with maximum capturing of services for reimbursement. The MDS nurse is required to complete physical and cognitive assessment with the current members in the facility and they review documentation, communicate with the member, family, and interdisciplinary teams to ensure the member's daily care is delivered. This position drives the initial plan of care for each member. This position is key in overall functions and operations of the home as it determines payment and guides the proper plan of care from regulatory standpoint. The MDS position is a highly skilled position.

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: 80

Complete the Resident Assessment Instrument (RAI) process for all members in assigned area in timely manner. The RAI is the main part of the Minimum Data Set that is utilized by the MDS nurse to correctly assess every nursing and medical portion of individual needs and drives how much reimbursement the home receives in order to help provide care and service for that individual.

Individual tasks related to the duty:

- Assess members and recommends appropriate initial plan of care in person centered approach with least restrictive interventions in place for member, consult with family and staff ; review medical records.
- Identify Assessment Reference Date (ARD), notify other Interdisciplinary Team members of ARD. This date is the deadline that must be met in order to be in compliance with the Veteran Administration and the Centers for Medicare and Medicaid regulations in order to receive full reimbursement for individuals care.
- Complete full Minimum Data Set (MDS) with Care Area Assessments (CAAs) for Initial, Annual, and Significant Change assessments.
- Complete MDS with narrative Summary reviewing Nursing Care Plan goals for quarterly assessments.
- Complete Initial Nursing Care Plan after Initial MDS is completed; update Nursing Care Plan after additional MDS assessments are completed.
- Lock and transmit MDS assessments per facility protocol, after ensuring proper assessment.
- Assist Interdisciplinary Team with determining Significant Change in Status and setting ARDs, communicates with appropriate discipline to ensure timeliness of assessments
- Maintain MDS Assessments in Medical Record per facility protocol, which will provide interdisciplinary team to review and update pertinent information in their notes for care delivery.
- On-going review of completed RAIs to evaluate accuracy.
- Interdisciplinary Team member
- Acts as a liaison/resource person for all disciplines regarding the MDS process
- Assists in orientation/training for staff regarding the MDS process, documentation and assessment processes.
- Facilitate and participate in the completion of Level of Care Determinations(CMS) and the 1010SH (VA)

Duty 2

General Summary:

Percentage: 20

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

Individual tasks related to the duty:

- Complete member assessments, monitor completion of assessments by interdisciplinary team and elevate to appropriate supervisors if not complete before deadline.
- Document in medical record all issues concerning members and their care.
- Serve as back up to Wound Nurse.
- 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.

Decides on nursing care associated with active diagnoses and procedures in person centered manner after discussing with member. Creating schedule for required assessments, effecting Members, staff and reimbursement.

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

Advising supervisor if another member of interdisciplinary team is not completing MDS and other assessments timely or in right manner. Clarification or interpretation of policy, administrative support, unique clinical situations. Situations not covered by policy, procedure or protocol.

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.

Mobile to Members rooms for assessments, discussions, intermittent ability to get to all areas of Home, and sitting throughout the 8 hour shift. Occasional working more than 8 hours/day or 40 hours/week. Intermittent walking, standing and sitting throughout the shift. Frequent bending, stooping, reaching, pushing, pulling, kneeling, lifting during assessments, assistive care or equipment use. Standing for long periods of time. 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):

N Complete and sign service ratings.

N Provide formal written counseling.

N Approve leave requests.

N Approve time and attendance.

N Orally reprimand.

N Assign work.

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?

The VA and CMS regulations require that all State Veterans Home must complete the RAI process on all members in skilled nursing units on admission, quarterly, and with every significant change in their condition. The MDS assessment then triggers CAAs and the member's care plan is generated from this process. Also per the VA regulations, all members will have their care plans reviewed and updated at least every 30 days to ensure that the assessments and care plans are accurate and current. Nurses in this position are also required to assist the Nurse Managers as needed on a day to day basis to ensure that member care is completed and all members' basic needs are met. Must be prepared to submit timely to CMS if Health System goes in that direction to ensure proper and timely payment necessary to care for Members. Consult and complete, as necessary, wound care for members with pressure injuries or complex wounds.

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:

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 assessment of members and modern nursing practice. Knowledge of the MDS/ RAI process is desired. 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. Resident Assessment Instrument (RAI) certification preferred.

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.

MARIAN FITZSIMMONS

12/11/2025

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