

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGNURSE

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 MDHHS-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Juvenile Justice
4. Civil Service Position Code Description Registered Nurse-E	10. Division Juvenile Justice Programs
5. Working Title (What the agency calls the position) Registered Nurse P11	11. Section Michigan Youth Treatment Center (MYTC)
6. Name and Position Code Description of Direct Supervisor VACANT; SOCIAL SERVICES DIVISION ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor STOHRER, HOLLY L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 N. Rose Street, Mt. Clemens, MI. / Varies

14. General Summary of Function/Purpose of Position

This position functions as a registered nurse in a Juvenile Justice Facility. Employees in this job perform a full range of nursing assignments in a full functioning capacity. This position provides general nursing care services within the legal scope of nursing practice and standards, developed by the profession, Nurse Practice Act, and regulatory agencies. This position provides nursing care through the application of policies, procedures, standards and protocols within the Registered Nurse scope of practice; including assessment, analysis, planning, implementation and evaluation while carrying out nursing responsibilities.

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: 35

Conducts baseline physical and mental assessments of patients, formulates required nursing diagnoses and interaction strategies, and contributes to the care plan/IPOC (Interdisciplinary Plan of Care) for the youth.

Individual tasks related to the duty:

- Conducts interview and gathers history to determine patient problems, needs and nursing diagnosis.
- Interprets information to formulate nursing plan of service.
- Reports findings to interdisciplinary team.
- Utilizes data obtained from assessment to formulate intervention plans and appropriately reassesses as necessary.
- Attends telepsychiatry assessment/follow-up appointments with youth and staff team.
- Collaborates with interdisciplinary team and the youth to develop the IPOC.
- Implements nursing care identified in IPOC.
- Participates in youth-centered planning.
- Documents assessment date and interventions completely, effectively and in a timely fashion per facility policies and guidelines.
- Demonstrates good clinical judgment in prioritizing quality patient care.

Duty 2

General Summary:

Percentage: 30

Administers medication to youth using assessment skills. Maintains youth safety with the assistance of the youth specialist/youth aides who are present during medication pass.

Individual tasks related to the duty:

- Processes physician assistant/nurse practitioner/psychiatrist orders.
- Inventories/orders medication from Pharmacy and other medical supplies.
- Complies with MDHHS/Facility medication standards and policies during the medication administration process.
- Obtains blood draws/labs and prepares laboratory specimens.
- Assesses youth's needs for and effectiveness of medication and documents such per procedure.
- Maintains youth medication records.
- Maintains youth safety standards regarding medication process.
- Reports medication errors/proper disposal of discarded medication.
- Access to controlled substances

Duty 3

General Summary:

Percentage: 25

Performs necessary functions such as CPR, First Aid, administering treatments, and monitoring the unusual physical/psychological medical complaints the youth present.

Individual tasks related to the duty:

- Administers CPR and First Aid as needed.
- Teaches CPR and First aid to the staff as required.
- Maintains CPR/First aid training records in accordance with the MDHHS/Facility policies.
- Administers all treatment as prescribed by the medical provider.
- Monitors the unusual physical/psychological complaints that the youth present.
- Documents nursing observations, interventions in accordance with charting guidelines.

Duty 4

General Summary:

Percentage: 10

Coordinates Immunization/TB testing/Influenza administration, record reviews and other duties as assigned.

Individual tasks related to the duty:

- Administers TB tests to youth and staff according to MDHHS and facility policy schedule.
- Administers Flu Shots to youth and staff according to MDHHS and facility policy schedule.
- Reviews immunization records for youth.
- Coordinates immunization administration with the local health department according to MDHHS and facility policy schedule
- 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.

Assess physical care and youth needs, including short- and long-term care. Youth are affected by this decision.

Emergency care for youth. Youth are affected by this decision.

Youth mentoring/teaching.

Staff teaching

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

Decisions regarding higher degree of expertise than current level of clinical competence.

Administrative decisions potentially having facility wide impact

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.

Job duties require the employee to handle the physical/emotional demands of the work, including performing CPR/First Aid, lifting at least 30 pounds, walking long distances around the facility, positioning youth, standing for prolonged periods. Employee must be able to work long than 8 hours in a day if required. The nurse may be exposed daily to youth verbal and physical aggression, biohazardous waste, hazardous chemicals, and to needle exposure injuries. Employees may be on-call.

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?

New position

23. What are the essential functions of this position?

Duty 1: Conducts baseline physical and mental assessments of patients, formulates required nursing diagnoses and interaction strategies, and contributes to the care plan/IPOC (Interdisciplinary Plan of Care) for the youth.

Duty 2: Administers medication to youth using assessment skills. Maintains youth safety with the assistance of the youth specialist/youth aides who are present during medication pass.

Duty 3: Performs necessary functions such as CPR, First Aid, administering treatments, and monitoring the unusual physical/psychological medical complaints the youth present.

Duty 4: Coordinates Immunization/TB testing/Influenza administration

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

New position.

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

The Department of Health and Human Services, state juvenile justice facilities work with adjudicated youth who are receiving treatment. Their behavior can be unpredictable for a variety of reasons, including pending court hearings or legal determinations, family involvement or lack of, active medical/psychological symptoms, or other factors. The youth can be a danger to themselves and staff. This position would have direct contact with the youth on a daily basis to ensure youth are receiving nursing care in accordance to policy, procedures, standards and protocols.

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 P11

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Knowledge of general nursing principles and practices.
- Knowledge of current nursing technology and methods.
- Ability to carry out detailed instructions.
- Ability to administer medications and implement treatment plans.
- Ability to perform CPR/First Aid and teach it to staff.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Computer skills related to the use of Electronic Medical Record and Electronic Medication Administration Record.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a Michigan registered nurse license in good standing.

CPR/First Aide teaching certificate

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.

NA

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

CANDACE EWING

4/10/2025

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