

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

<b>Position Code</b>
1. REGNURS3A11R

## 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)
4. Civil Service Position Code Description  Registered Nurse-3	10. Division  MEDICAL SERVICES
5. Working Title (What the agency calls the position)  Nurse Practitioner	11. Section
6. Name and Position Code Description of Direct Supervisor  PHYSICIAN MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor  STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work  Michigan Veteran Homes at Grand Rapids or Michigan Veteran Homes – Chesterfield Township/ VARIED-WEEKEND AND ON CALL SCHEDULE

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

To assist the Medical Director as a health care practitioner under the scope of the Nurse Practitioner license. The individual must possess the skills and knowledge necessary to provide medical care to individuals with disabilities in a long-term care setting. The essential skills of this position are to provide medical assessments, perform medical procedures, and provide primary clinical therapy to the members of the Michigan Veteran Homes (Grand Rapids or Chesterfield), a primarily geriatric resident population.

**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**

Provide primary in-patient health care services to members under the direction and supervision of the Home's Medical Director.

**Individual tasks related to the duty:**

- Complete member history and physical upon admission.
- Complete member annual history and physical.
- Conduct medical rounds for members, including, physical exams, medical procedures, diagnostic tests, and interpretations of health information.
- Perform therapeutic treatments within scope of practice.
- Order pertinent diagnostic tests and procedures.
- Consult with the supervising physician as needed.
- Provide primary clinical therapy and treatment to the residents of the Home.

**Duty 2**

**General Summary:**

**Percentage: 10**

Consult/Collaborate with colleagues, supervising physicians, specialists, families, etc.

**Individual tasks related to the duty:**

- Educate members regarding health promotion and disease prevention.
- Educate and inform members regarding the nature of a diagnosis and the progress of evaluation and treatment.
- Meet with member families to educate on health management, preventative care, and treatment plans.
- Work closely with the interdisciplinary team, including physicians, nurses, therapists, and social work to establish individualized care plans.
- Consult with a specialist when/if needed, based upon, assessment, treatment response, member request, diagnosis, etc.

**Duty 3**

**General Summary:**

**Percentage: 10**

Research, record keeping, and other miscellaneous activities.

**Individual tasks related to the duty:**

- Maintains accurate and timely documentation of member care activities.
- Dictate physicals, progress notes, and other medical correspondence for entry into the health care record.
- Maintain compliance with State and Federal regulations, including Medicare and Medicaid.
- Maintain current knowledge in the field of practice and inform staff of changes.
- Participate in quality improvement initiatives.
- 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.**

- The assessment and appropriate treatment of members.
- Content of admission, annual history and physical, and discharge summaries.
- Emergency procedures which may be deemed necessary.
- Referrals for care (diagnostic testing, lab work, hospital admission)

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

Decisions beyond the scope of authority delegated to the position.

- Different course of treatment would require review by the supervising physician.
- Any written or dictated admission, progress, discharge notation or orders made by the Nurse Practitioner must be countersigned by the physician or his/her designee within 48 hours from the time of its writing.

**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.**

- Exposure to illness from members who may have a communicable disease.

- Exposure to smoke when passing or entering a designated smoking area.
- Risk of injury from members who may be aggressive, uncooperative, and/or suffer from dementia and other cognitive impairment.
- Long periods of walking or standing.
- Frequent bending, stooping, reaching, pushing, pulling, kneeling, lifting during assessments.
- Must be able to perform CPR.
- Weekend/On-call rotation.

**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.	N      Provide guidance on work methods.
N      Orally reprimand.	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?**

Management developed PD.

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**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 work area is a residence for a primarily geriatric population who require 24-hour medical supervision and nursing care. This position works in conjunction with the Medical Director, nursing, and therapy staff, to ensure the clinical needs of each member are met.

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

**EDUCATION:**

Registered Nurse 14:

Completion of a degree in nursing or nursing school educational program accepted for a nurse practitioner specialty certification by the Michigan Board of Nursing.

**EXPERIENCE:**

**Registered Nurse 14**

(Nurse Practitioner): Three years of specialized, technical experience as a registered nurse practitioner.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of health sciences; including anatomy, physiology, biochemistry, path physiology, pharmacology, and microbiology.

Knowledge of patient history and physical examinations.

Knowledge of clinical medical procedures.

Knowledge of specialized medical area (geriatrics and family practices).

Knowledge of current nursing technology, methods, and practices.

Skill in the application of nursing techniques.

Ability to instruct others on promotion of health and prevention of disease.

Ability to provide nursing and health care direction to nursing support personnel.

Ability to maintain composure under stressful situations.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Valid Registered Nurse license in good standing in Michigan.

Certification as a Nurse Practitioner.

*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.***

\_\_\_\_\_  
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

