

State of Michigan  
Civil Service Commission

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

Position Code  
1. REGNMGR2

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> Registered Nurse Manager-2	<b>10. Division</b> Nursing Services
<b>5. Working Title (What the agency calls the position)</b> Nursing Supervisor	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BASKIN, CARLA D; REGISTERED NURSE MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TADSEN, DENISE A; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / AM, PM or Midnight Shift as assigned

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

This position functions as a first line shift supervisor ensuring patients are provided a secure, therapeutic milieu and quality nursing care. This position coordinates activities by ensuring adequate staff for the shift, scheduling work assignments for unit Registered Nurses, unit Forensic Security Supervisors and Forensic Security Assistants, setting priorities and directing the work of subordinate employees. This position evaluates and verifies employee performance through the review of completed work assignments and work techniques. This position identifies and schedules staff development and training need and ensures that training for unit nursing staff is obtained as well as maintaining records and preparing reports relative to the work. This position supervises and participates in the provision of general nursing care services in a secure environment, within the guidelines expected by Security Department and actively participates in Department and Center PI activities. This position has involvement in center-wide hospital committees and workgroups as time allows. This position also assists in the hiring of licensed nursing staff and non-licensed staff as available.

**(THIS IS A TEST DESIGNATED POSITION, DUE TO CONTACT WITH HOSPITAL PATIENTS)**

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: 60**

Nursing Supervisor duties.

**Individual tasks related to the duty:**

- Stationed on units to continuously assess quality of patient care in a therapeutic, secure environment.
- Selects and assigns licensed and non-licensed staff and arranges for necessary minimum staffing numbers as needed.
- Schedules work assignments sets priorities and directs the work of subordinate employees in patient care and unit tasks.
- Evaluates and verifies employee time and attendance and performance through the review of completed work assignments and work techniques.
- Assures physicians orders are implemented promptly and correctly.
- Identifies staff development and training needs and ensures that training is obtained for all unit nursing staff.
- Supervises and participates in the provision of general nursing care services within a secure environment.
- Participates in hospital-wide committees and workgroups representing the Nursing Dept. and patient living unit concerns.
- Approves/disapproves leave requests within contractual and Civil Service rules.
- Designated as after-hours Clinical Leadership per Seclusion/Physical Restraint Policy.
- Infection Control resource for staff after business hours.
- Provides 8 hour charge responsibilities, scheduling for assigned units and patient care needs.
- Oversees, monitors and ensures the Unit Staff Activity Groups are being held daily by the unit staff.
- Submits timely monthly reports to Nursing Administration related to assigned supervised areas and staff.

**Duty 2****General Summary:****Percentage: 20**

Patient-related tasks.

**Individual tasks related to the duty:**

- Assists in assessing physical complaints of patients as needed.
- Instructs patients as indicated.
- Assures that emergency supplies and equipment necessary for patient care are readily available.
- Assists in writing, implementing and evaluating individualized patient care plans as needed.
- Contribute to treatment team meeting as time permits.
- Assists in solving patient care problems.
- Assists in establishing criteria and standards for nursing care.
- Coordinates and implements medical after-hours physician consultation service.
- Acts as family/off-site health service provider contact for necessary patient information.
- Utilizes alternative pharmacy and National Drug Code (NDC) to obtain medications needed between Pharmacy business hours.
- Along with Nursing Department personnel, ensures proper & necessary medical unit/patient supplies are obtained.
- Communicates Nursing's role with Treatment Team members, acting as patient advocate.
- Acts as CFP liaison to food service contract vendor for non-business hour concerns.

**Duty 3****General Summary:****Percentage: 20**

Tasks related to the overall function of the department.

**Individual tasks related to the duty:**

- Attends departmental meeting.
- Conduct monthly staff meetings for direct reports.
- Participates in preparation and revision of nursing and security related procedures.
- Assists in in-service education as instructor for specifically assigned topics whether on the unit or in the classroom.
- Implements nursing and security-related procedures and policies.
- Ensures proper labor relations and conditions of employment are maintained.
- Supports employees using the chain of command.
- Maintains records and prepares reports relative to the work.
- Maintains a good working relationship with other departments.
- Attends required classes, workshops to update supervisory skills, psychiatric nursing and professional growth.
- Actively participates in the departmental and agency PI program.
- Assists with the interviewing process for hiring of Registered Nurse and Forensic Security Assistant applicants.
- Performs CLIA waived testing per CFP policies and procedures.

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

Judgment call on patient physical assessment when they need further physical care not provided at the facility. Some staffing decisions. Leave applications and overtime need.

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

Disciplinary action for staff. Authorizing overtime for above minimum staffing numbers. Unanticipated/unplanned after-hours patient admission.

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.

Physical activities of the job are standing, sitting, lifting up to 25 pounds. Must be able to walk 40% of the time, climb stairs 20%, run 10% if needed, stand 10%, and sit 20% of the time without any ill effect. Must be able to walk or run and perform CPR if the need arises. The Nursing Supervisor may be exposed daily to biohazardous waste, hazardous chemicals and to needle exposure injuries, as well as, unpredictable, aggressive mentally ill adult patients.

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**

Once the position is filled and the staffing schedule is completed, a recode request will be submitted in PARIS to assign subordinates which will include at least two or more Registered Nurses, as well as Forensic Security Supervisors and Forensic Security Assistants.

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?

Management prepared.

23. What are the essential functions of this position?

The Nursing Supervisor is responsible for the Patient Care Program in this maximum-security mental health facility on the assigned shift. They provide 24-hour Nursing care 7 days a week. The Nursing Supervisor, during non-business hours, acts as clinical leadership and is responsible for the bulk of facility operations during this time. The Nursing Supervisor is expected to work a minimum of 8 hours/day or a minimum of 40 hours/week. Must be able to work overtime.

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 Center for Forensic Psychiatry is a high-risk specialty in the Department of Community Health. The patients are mentally ill criminal offenders who can be dangerous to themselves and others. They are pending psychiatric examinations and their behavior is unpredictable. This position would have direct contact with the above-mentioned patients, on the patient units, and direct supervision of Nursing care when the patient is secluded for any reason.

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 Manager 13**

Two years of experience equivalent to a Registered Nurse P11 or one year equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

**Alternate Education and Experience**

**Registered Nurse Manager 12 - 13**

Possession of a master's degree in nursing may be substituted for one year of experience equivalent to a Registered Nurse P 11; or, possession of a bachelor's degree in nursing may be substituted for six months of experience equivalent to a Registered Nurse P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Ability to assess the effectiveness of nursing care, and to recommend changes to nursing care programs or methods.
- 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.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.

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.

*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.***

EMILY WILLIAMS 3/12/2021

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.***

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Employee Date