

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-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Registered Nurse-1	10. Division Center for Forensic Psychiatry
5. Working Title (What the agency calls the position) Registered Nurse-1 (12)	11. Section Nursing Services
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor BASKIN, CARLA; REGISTERED NURSE MANAGER-3	13. Work Location (City and Address)/Hours of Work 8303 Platt Rd, Saline, MI 48176 / PM or Midnight Shift as assigned
14. General Summary of Function/Purpose of Position This is the senior level Registered Nurse position at the Center for Forensic Psychiatry. This position conducts advanced level physical and mental assessments of patients formulates nursing diagnoses, interaction strategies and contributes nursing's role to patient's interdisciplinary care plan/Individualized Plan of Service (IPOS). The position is responsible for administration of medication using advanced assessment skills. The position organizes, plans and implements patient-oriented activities including physical health programs for patients and social, psychoeducational and other group therapy sessions for patients. The position performs advanced level nursing functions in the clinical area. (THIS IS A TEST DESIGNATED 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: 25

Conducts advanced level physical and mental assessment of patients and formulates advanced level nursing diagnoses/intervention strategies that are pertinent to the CFP patient population and the specific diagnoses of the patients at this hospital. Advanced skills are gained through experience in dealing with the severely mentally ill and are a major contributor to the care plan/IPOS and treatment team.

Individual tasks related to the duty:

- Conducts advanced level interview and gathers history to determine patient problems needs and nursing diagnosis.
- Interprets information to formulate nursing plan of service determining focus areas.
- Reports findings to interdisciplinary team and collaborate with team to decide treatment goals and changes.
- Utilize data obtained from assessment to formulate intervention plans and appropriately reassesses, as necessary.
- Collaborates with interdisciplinary team and the patient to develop the IPOS
- Implements nursing care identified in IPOS and measures the effectiveness of the treatment goals.
- Participates in patient-centered planning.
- Documents assessment date and interventions completely, effectively, and timely per hospital, department policies and guidelines.
- Demonstrates good clinical judgment in prioritizing quality patient care.

Duty 2

General Summary:

Percentage: 30

Administers medication to patients using advanced assessment skills, with a particular focus on complying with the Joint Commission and Centers for Medicaid and Medicare Services guidelines. Recognizes patients at risk for diverting and/or stockpiling medications and alert the treatment team accordingly.

Individual tasks related to the duty:

- Process physician's orders.
- Acquire medication from Pharmacy.
- Comply with JCAHO, DCH, hospital and department medication standards and policies during medication administration process.
- Assess patient's needs for and effectiveness of the medication and document such per procedure.
- Maintain nursing medication records.
- Observation of patient for side effects of medication and identify signs of Neuroleptic Malignant syndrome and Serotonin Syndrome.
- Maintain patient safety standards regarding medication process.
- Reports medication errors and fills out Incident Report

Duty 3

General Summary:

Percentage: 20

Designs and implements advanced level physical health programs and group therapy sessions. Designs programs and group therapy sessions for the specific patient population served by the Center for Forensic Psychiatry and conduct groups that are effective and well received by the patients.

Individual tasks related to the duty:

- Design and implement advanced level physical health programs for patients.
- Design and implement advanced level group therapy sessions to help understand their symptoms and those of their peers.
- Conduct advanced level groups to increase patient socialization skills.
- Conduct advanced level groups to increase patient's functional skills.
- Conduct advanced level medication groups for patients.
- Document patient participation and progress per charting guidelines.

Duty 4

General Summary:

Percentage: 25

Performs necessary functions such as CPR, First Aid, administering treatments and monitoring the special physical problems of the chronically ill. Oversees the process for seclusion/restraint requiring minimal assistance from supervisors and Registered Nurse Managers.

Individual tasks related to the duty:

- Perform all nursing functions as stated in hospital policies.
- Perform patient de-escalation.

- Perform and oversee the process for seclusion/restraint.
- Perform all nursing shift duties as described in Nursing Procedure Manual.
- Administer CPR and FA as needed.
- Monitor special physical problems of chronically ill patients.
- Do all treatment as prescribed by the physician.
- Documentation of nursing observations, interventions in accordance with charting guidelines.
- Maintain Nursing skills and competencies as described in Nursing Procedure Manual.
- Performs tasks related to Performance Improvement goals and government regulatory requirements of CLIA.
- Maintains medical equipment and supplies within their control including monitoring use, usability, and presence.
- Assist in precepting of new nursing employees as required.
- Participate in committees and workgroups as required.

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 the patient needs including short and long-term care. Call for an ambulance. Seclusion and restraint, physical and mental health assessment and readiness for release which affects patient and unit milieu.

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

Nursing decisions that fall outside of established procedures and policies.

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. This position requires digital dexterity, repetitive use/movement of hands, reading small print to administer medications. This position requires availability to work all three shifts and provide mandatory overtime coverage in emergencies. Performs CPR in an emergency. The Registered Nurse is responsible for maintaining their updated CPR certification. Required to stand 50% of the time, climb stairs 10%, and sit 40% of the time without any ill effects. Required to walk or run if the need arises. The nurse may be exposed daily to patient verbal and physical aggression, biohazardous waste, hazardous chemicals, and to needle exposure injuries.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> 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 prepared.

23. What are the essential functions of this position?

Direct care of patients both physical and emotional. Carries out nursing duties on assigned unit. Assess, document, integrate and implement individual nursing care plans for each patient. Performs nursing duties as assigned by supervisor. Instructs in-service programs when indicated. Work requirement – 8.0 hours/day or a minimum of 40 hours/week, must be available 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 Department of Health & Human Services, Center for Forensic Psychiatry is a high risk/secured environment forensic psychiatric hospital accredited by the Joint Commission. The patients are forensically adjudicated mentally ill individuals who can be a danger to themselves and others. Their behavior may be unpredictable for a variety of reasons, including pending court hearings or legal determinations, active symptoms of their mental illness, or other factors. This position would have direct contact with the above-mentioned patients on a daily basis to ensure they receive nursing care according to policies, 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 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:

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

- Considerable knowledge of general nursing principles and practices.

- Considerable knowledge of current nursing technology and methods.
- Ability to independently organize and coordinate the professional registered nurse activities of a specific work area.
- Ability to assess the effectiveness of nursing care, and to recommend changes to nursing care programs or methods.
- Ability to administer medications and implement treatment plans.
- Effective interpersonal and communication skills (verbal and written).
- Computer skills related to 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.

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

3/8/2022

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