

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-HAWTHORN CTR (Walter Reuther Psychiatric Hospital – Children’s Services)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Registered Nurse Director-2	10. Division Hawthorn Center (Walter Reuther Psychiatric Hospital – Children’s Services)
5. Working Title (What the agency calls the position) Registered Nurse Director-2 (16) – Children’s Services	11. Section Nursing
6. Name and Position Code Description of Direct Supervisor CARTER, MARY; STATE DIVISION ADMINISTRATOR 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor SOLKY, MARY CLARE; SENIOR EXECUTIVE HOSPITAL DIRECTOR 18	13. Work Location (City and Address)/Hours of Work WALTER REUTHER PSYCHIATRIC HOSPITAL 30901 PALMER RD, WESTLAND, MI 48186 MONDAY - FRIDAY; 8:00 AM - 5:00 PM
14. General Summary of Function/Purpose of Position This position serves as the Registered Nurse Director for Children’s Services at Walter P. Reuther Psychiatric Hospital (WRPH). This position is responsible for pediatric directing nursing services within the hospital and ensuring nursing services are consistent with the requirements of the regulatory and accrediting agencies. The Registered Nurse Director for Children’s Services maintains and enhances professional competencies of staff providing care and participates in the administration of the nursing department.	

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

Assist the Director of Nursing by managing the pediatric nursing services within the hospital.

Individual tasks related to the duty:

- Establishes a nursing care delivery system based on theoretical framework.
- Facilitates communication and collaboration amongst pediatric nursing staff to promote quality care and involvement of staff in therapeutic programs.
- Conducts meetings with nursing supervisors; plans, directs, and supervises the nursing services clinically and administratively
- Monitors the Nursing Quality Improvement Program; ensures the delivery of nursing care with the context of the therapeutic milieu; continually evaluates nursing care by regular review of management reports, direct observations, milieu rounds, and results of quality assurance activities.
- Suggests, creates, and implements all departmental policies and procedures; initiates planned changes and corrective actions to ensure that care is safe, therapeutic and efficient; monitors the patient classification system; consults with nursing leadership regarding patient acuity and unit reports to assess patient needs and staffing.
- Monitors and evaluates the staffing plan to provide for effective care; evaluates and monitors scheduled leave request by nursing staff.
- Recruits, selects, and assigns unit nursing staff.
- Provides supervision of all direct reports including performance evaluation, competency, job duties establishment, and assurance of appropriate and current credentials are documented for all the subordinates.

Duty 2

General Summary:

Percentage: 20

Ensures nursing services are consistent with the requirements of the regulatory and accrediting agencies.

Individual tasks related to the duty:

- Interprets and implements accreditation standards; monitors and ensures operational compliance with hospital policies and procedures, nursing care standards, Michigan Mental Health Code and departmental administrative rules and regulations.
- Participates in development of short- and long-term goals for nursing services.
- Develops guidelines for preparation of nursing care plans, monitors adequacy of plans prepared by nursing personnel.
- Participates in quality improvement activities, providing personnel and/or assistance in compliance and evaluation of care.
- Ensures survey readiness and holds planning meetings.
- Collects data and performs statistical analysis of critical care areas; reviews charting and ensures documentation of care.

Duty 3

General Summary:

Percentage: 10

Manage the administration of the pediatric nursing department.

Individual tasks related to the duty:

- Participates in the decision making as it affects the nursing department. Meet with the Director of Nursing to discuss the pediatric nursing department; prepares reports as needed.
- Monitors safety, emergency and disaster procedures.
- Supports research endeavors in the hospital.
- Supports relationships with the community at large.
- Participates in labor/management meetings and grievance procedures when indicated.

Duty 4

General Summary:

Percentage: 10

Maintains and enhances professional competencies ensuring ongoing competency of staff providing care.

Individual tasks related to the duty:

- Keeps abreast of current professional standards and practices.
- Attends professional meetings and conferences.
- Maintains the performance appraisal process.
- Reviews all unsatisfactory performance appraisals of nursing personnel.
- Counsels and disciplines nursing personnel where needed when competency is an issue.
- Evaluates and monitors the performance of nursing supervisors.

• Develops and revises agency position descriptions, selection criteria and interview questions.

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

Administrative/clinical judgement based on standards, procedures, knowledge and experience, i.e. identification of staffing resource/training needs; implementation of standards of care and practice for subordinate staff.

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

Confers with supervisor about issues/actions/clinical concerns in which: no clear policy exists, recommendations are needed for interdepartmental or hospital decision(s) and where outside agencies need to be involved.

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.

Position requires standing, sitting, walking, reaching and bending. May have involvement in physical intervention management techniques in emergency situations. Requires upper body strength to perform CPR. Good vision and hearing are essential for supervision of children.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	REGISTERED NURSE MANAGER-3 14		REGISTERED NURSE MANAGER-3
	REGISTERED NURSE MANAGER-3 14		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

This position will implement and coordinate nursing services to assure the provision of safe and appropriate nursing care, nurse staffing patterns, The Joint Commission, and CMS preparations for nursing services.

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 function of the work area is to provide nursing care for emotionally impaired children and adolescents in an intensive treatment program. This includes maintaining a milieu setting which provides individual and group experiences to nurture areas of healthy functioning. Emphasis is placed on providing appropriate learning opportunities, therapeutic experiences, and normal growth and development experiences with the goal of preparing the child for return to the home/community. This position serves as the Registered Nurse Director for Children's Services at Walter P. Reuther Psychiatric Hospital (WRPH).

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.

Minimum of a Bachelors of Science in Nursing preferred.

EXPERIENCE:

Registered Nurse Director 16 - 17

Three years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14, or two years equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15.

Alternate Education and Experience

Registered Nurse Director 16 - 17

Possession of a master's degree in nursing and two years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14; or, possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15 may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Extensive knowledge of psychiatric principles, clinical nursing practices and current standards of care and practice.
- Experience in/knowledge of quality improvement, program and staff development.
- Supervisory knowledge and competencies.
- Effective interpersonal and communication skills (verbal and written).
- Knowledge of/experience in psychiatric nursing. Child psychiatric experience is desired.
- Knowledge of child development.
- Computer skills.
- Knowledge of regulating agencies such as Joint Commission and CMMS.

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.

none.

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