

## 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-WALTER P.REUTHER PSY HS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Registered Nurse-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> GEORGE, SHAJI K; REGISTERED NURSE MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GEORGE, SHAJI K; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b>  / 40 hours per week. Plus Overtime
<b>14. General Summary of Function/Purpose of Position</b>  This employee functions under general supervision utilizing the Nursing Process for assessment, planning, implementation, and evaluation to provide safe therapeutic care and active treatment rehabilitation groups. Assumes responsibility and accountability for individual judgment and action. Functions as a member of the interdisciplinary treatment team and provides input to SOPs and standards of care. Carries out established nursing procedures and performs related duties as required. On a regular basis, individuals in this position provide direct health care service to persons in the care or custody of the State and have unsupervised access to controlled substances. Must be available for Mandatory Overtime.	

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: 40**

Provision of Nursing Care

**Individual tasks related to the duty:**

- Participates in provision of general nursing care services within the legal scope of nursing practice and standards developed by the profession.
- Assumes and maintains responsibility for care of patients during an eight-hour shift.
- Utilizes the nursing process (assessment, diagnosis, planning, implementation, and evaluation) in developing appropriate nursing plans of care.
- Utilizes proper methods, techniques, skills, and practices for performing professional nursing activities including psychiatric nursing interventions, medical treatments, and medication administration.
- Observes, monitors, and evaluates the delivery of care during rounds and as needed.
- Receives and gives verbal/written report each shift on the status of patients.
- Assumes responsibility for execution of medical orders for treatment and medications.
- Assesses patients for changes in condition and implements appropriate actions.
- Provides rehabilitation programming and/or personal care to the most complex, severely impaired and/or acutely medically compromised patients.
- Monitors and assesses patients on precautions and in seclusion/restraints.
- Participates in interdisciplinary treatment planning, developing Nursing interventions for the patients assigned to the unit.
- Guides, teaches, and counsels employees to encourage improvement in the delivery of patient care.
- Role models appropriate behavior interventions and teaches staff how to perform specific tasks/procedures.

**Duty 2**

**General Summary:** **Percentage: 25**

Maintains a Therapeutic Milieu

**Individual tasks related to the duty:**

- Promotes and maintains a safe and therapeutic environment for patients.
- Encourages and assists patients in engaging in daily activities.
- Stimulates interests of patients in social environments.
- Promotes and participates in patient teaching (Hospital Policies, self-care, medications, etc.).
- Carries out active treatment programs to meet patient care needs.

**Duty 3**

**General Summary:** **Percentage: 20**

Documentation of Care

**Individual tasks related to the duty:**

- Collects and records data specific to the mental and physical health status of the patient.
- Documents changes in patients' mental state, behavior, and physical condition.
- Documents patients' care plan and the evaluation of patients' progress toward meeting goals of treatment.
- Charts:
  1. Outcomes of Treatments Administered
  2. Response to Medications Administered
  3. Changes in Vital Signs and Weights and Actions Taken
  4. Seclusion and Restraints
  5. Other Related Clinical Information

**Duty 4**

**General Summary:** **Percentage: 10**

Participates in the development of the Individual Plan of Service (IPOS) and prepares Nursing Care Plan Goals, Objectives, and Interventions for IPOS meeting.

**Individual tasks related to the duty:**

- Identifies nursing care needs and informs team.
- Advises team of nursing care protocols that will assist in improving health status.
- Advocates for patient care needs.
- Updates team on nursing care practices and standards.
- Informs consumer of expectation and treatment protocol.
- Follows the principles of "Person Centered Planning".

**Duty 5**

Professional Development

Individual tasks related to the duty:

- Participates actively in Nursing Education Programs and encourages others to do likewise.
- Avails self of current nursing mental health and management concepts through in-service, community, and professional organizations.
- Assumes responsibility for own personal and professional development.
- Utilizes and/or participates in studies or research projects as appropriate.
- Keeps knowledgeable regarding current laws affecting mental health and medical/surgical nursing practices.
- Participates in new employee orientation.
- Acts as a preceptor to Nursing Students.

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

- Emergency care for patients
- Assess patient's determining nursing diagnosis
- Develop teaching plans for individual/group activities
- Staff teaching
- Teaching patient families/guardian/significant other.

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 hospital-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.

Must have stamina to work more than 8-hours a day and available for mandatory overtime, if required. The job duties require the employee to handle the physical demands of the work, including performing CPR, lifting at least 30 pounds, walking up and down stairs, positioning patients, walking long distances, standing for prolonged periods, and using restraints and aggressive behavior management practices. The hazards associated with working around severely mentally ill 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

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.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?

New position.

23. What are the essential functions of this position?

Duty 1: Provision of Nursing Care

Duty 2: Maintaining a Therapeutic Milieu

Duty 3: Documentation of Care

Duty 4: Participates in the development of the Individual Plan of Service (IPOS) and prepares Nursing Care goals, objectives, and interventions for IPOS meetings.

Duty 5: Participation in Professional Development of Self and Staff.

**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?**

To provide psychiatric and medical treatment to mentally ill patients at Walter P. Reuther Psychiatric Hospital.

**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:**

- Knowledge of general nursing principles and practices.
- Knowledge of scientific principles and specialized techniques used in the practice of nursing.
- Knowledge of current nursing technology and methods.
- Skill in the application of nursing techniques.
- Ability to assess the effectiveness of nursing care, and to recommend changes to nursing care programs or methods.
- Ability to carry out detailed instructions.
- Ability to administer medications and implement treatment plans.
- 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.
- 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:**

Michigan Licensure as a Registered Nurse

*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.***

ROBBIN COOPER

1/10/2022

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