

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

| |
|---|
| Position Code 1. REGNMGR1F05N |
|---|

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 NORTHVILLE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) State Hospital Administration |
| 4. Civil Service Position Code Description Registered Nurse Manager-1 | 10. Division Hawthorn Center |
| 5. Working Title (What the agency calls the position) RN Manager 12/Charge Nurse | 11. Section Nursing |
| 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 REGISTERED NURSE MANAGER-3 | 13. Work Location (City and Address)/Hours of Work 18471 HAGGERTY RD; NORTHVILLE, MI 48167 AM/PM/MN Shift/Weekend Rotation |

14. General Summary of Function/Purpose of Position
Oversees and participates directly in patient care utilizing skills and knowledge. Supervises and participates in the provision of nursing care utilizing auxiliary personnel. Contributes to the administrative functioning of the nursing unit(s) by acting as an eight hour Charge Nurse. Provides direct and indirect patient care and administers medications. Responsible to Registered Nurse Manager 2.

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: 45

Oversees and participates directly in patient care utilizing nursing process.

Individual tasks related to the duty:

- Adheres to the standards of nursing practice consistent with ANA standards and Hawthorn Center standards in utilizing a systematic approach to nursing practice by utilizing the nursing process.
- Assesses the nursing needs of patients and develops a plan of care.
- Oversees, executes and evaluates individualized nursing objectives and interventions.
- Provides direct nursing care to patients requiring professional nursing skills.
- Performs treatments and administers medication per policy.
- Implements patient teaching.
- Evaluates response of patient to nursing actions in order to augment nursing care.
- Documents evaluation data in Nursing Assessment/Re-assessment, Progress Notes and Discharge Summary.
- Provides therapeutic groups.

Duty 2

General Summary:

Percentage: 20

Demonstrate and maintains accountability for providing quality nursing care and supervision.

Individual tasks related to the duty:

- Demonstrates leadership ability by functioning as Charge Nurse.
- Assists in orientation of new employees to the living area.
- Participates in hospital/department committees, in-service education programs and quality improvement activities.
- Functions as a resource to staff and other disciplines regarding nursing's role on the interdisciplinary team.
- Coordinates nursing staff activities by scheduling work assignments, setting priorities and supervising/directing work of assigned staff.
- Ensures patient care is delivered and documented within the guidelines of the treatment plan, hospital policies and procedures and standards of nursing practice.
- Supervises and participates in the provision of nursing care services by scheduling nursing staff work assignments.
- Evaluates employee performance through review of completed work assignments and/or work techniques and compliance.
- Civil Service ratings and performance appraisals.
- Identifies staff development and training needs.
- Ensures proper labor relations are maintained and adheres to contract language.

Duty 3

General Summary:

Percentage: 15

Supervises the provision of care within the therapeutic milieu.

Individual tasks related to the duty:

- Participates and defines milieu structure, practices and activities.
- Provides, facilitates and guides developmentally appropriate activities for patients congruent with patient goals.
- Implements interventions that are consistent with psychiatric nursing theory.
- Designs, leads/facilitates and evaluates relevant psycho-social and health teaching.
- Monitors the environment for safety concerns.

Duty 4

General Summary:

Percentage: 15

Communicates and collaborates with health team members and nursing staff to provide patient care.

Individual tasks related to the duty:

- Maintains a collaborative and effective working relationship with health team members.
- Works cooperatively with nursing personnel.
- Supports and interprets nursing care and treatments to patients, their families and to other personnel.
- Records progress notes and completes appropriate assessments/reports as required.
- Participates in treatment planning conferences.
- Participates in clinical conferences as assigned.
- Possesses computer skills that allow for data entry into the electronic medical record.

Duty 5

General Summary:

Percentage: 5

Performs related work as assigned.

Individual tasks related to the duty:

- Occasionally, will accompany patients to appointments/activities.
- 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 RN Manager 1 exercises clinical judgment with patient and patient groups using nursing process. For example, the RN Manager 1 assesses the physical and mental status of patients as well as milieu dynamics. The RN Manager 1 uses supervisory judgment in evaluating staff based on therapeutic principles, policies, procedures and standards of care.

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

The RN Manager 1 would request supervisory assistance for assessments/matters/incidents which require further clinical judgment or consensual validation, policies or follow through inside/outside the Nursing Department or with outside agencies.

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.

The RN Manager 1 spends the majority of the shift inside the building. Occasionally, will accompany patients to appointments/activities. Physical activities include walking (30%), sitting/standing (50%), stooping, climbing and lifting. Assists in the performance of physical management of patients lifting 50 lbs. Or more. 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> |
|-------------|------------------------|-------------|------------------------|
| | CHILD CARE WORKER-E E9 | | CHILD CARE WORKER-E E9 |
| | CHILD CARE WORKER-E E9 | | |

Additional Subordinates

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

- | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work. |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests. | <input checked="" type="checkbox"/> | Review work. |
| <input checked="" type="checkbox"/> | Approve time and attendance. | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand. | <input checked="" 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?

Yes.

23. What are the essential functions of this position?

Computer skills

Assessing the status of patient(s) and milieu.

Administering prescribed medication, treatment and first aid.

Directing/assigning/evaluating work of subordinates.

Giving report to health team members.

Planning/ensuring implementation of individualized plans of service and nursing care plans.

Performing environmental rounds.

De-escalation of patients.

Implementing patient teaching.

Documentation of nursing care, patient outcomes, incidents, etc.

Participates in orientation of new employees and hospital/department committees as assigned.

Ability to work irregular hours and overtime.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

To provide 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 developmental experiences with the goal of preparing the child for return to the home/community.

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

EDUCATION:

Possession of a diploma or associate's degree in nursing.

EXPERIENCE:

Registered Nurse Manager 12

One year of experience equivalent to a Registered Nurse P11.

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:

Effective interpersonal/communication skills.

Knowledge of current standards of care/practice.

Psychiatric and/or child experience and supervisory experience are desirable.

Computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan licensure as a registered nurse.

Possession of and a requirement to maintain a valid Michigan driver's license.

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.

PATTI GLENN

8/11/2017

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