

## 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> Hospital and Centers
<b>4. Civil Service Position Code Description</b> Registered Nurse-E	<b>10. Division</b> WRPH-Adults
<b>5. Working Title (What the agency calls the position)</b> Clinic Nurse	<b>11. Section</b> Clinical Affairs
<b>6. Name and Position Code Description of Direct Supervisor</b> ENOS, JOSEPH D; REGISTERED NURSE MANAGER-2	<b>12. Unit</b> Infection Control
<b>7. Name and Position Code Description of Second Level Supervisor</b> CHOWDHURY, TANJEEN; PHYSICIAN MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 30901 Palmer Rd Westland MI 48186 / M-F 8:00 am - 4:30 pm; off shifts as required
<b>14. General Summary of Function/Purpose of Position</b>  This position assists the Infection Control Supervisor with Infection Control, Environment of Care, Water Management Programs and equipment management in the Hospital Clinic for both the Adult and Child/Adolescent populations. This position serves as an occasional backup for the Patient Clinic and Occupational Health Nurse.  This is a Drug and Alcohol-tested (DART) position under the criteria provided in the collective bargaining unit agreement due to regular 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: 50**

Assists with tasks of the Infection Control, Environment of Care, and Water Management Programs for the Hospital Clinic.

**Individual tasks related to the duty:**

- Executes core tasks of the Infection Control Department for both the Adult and Child/Adolescent populations.
- Performs complex nursing duties at a high level of proficiency involving both indirect and direct patient care; utilizes a considerable knowledge- base of CDC and other regulatory agency guidelines when determining the need for vaccinations/vaccination schedules across the age spectrum (pediatric to geriatric). Fully understands contraindications to vaccination. Communicates with medical doctors and advises on appropriate vaccine schedules.
- Engages in an effective hospital-wide infection control program through surveillance, prevention, and control of infections. Must have a considerable knowledge base of CDC, MDHHS, Joint Commission requirements for reporting.
- Contacts local health department with notification of infectious diseases, as directed, per guidelines.
- Maintains, and reports on, Infection Control databases/reports, including MCIR, Admission/TB report, HAI/IC report.
- Conducts surveillance activities, collect data, analyze data, prepare reports.
- Assists in gathering data for the Vaccines for Children (VFC) program as directed. Monitors Child/Adolescent vaccines as directed.
- Conducts audits on, and prepares reports for, the hospital- wide Hand Hygiene Program.
- Participates in, and reports on, the hospital-wide Infection Control Environmental Rounds program, using critical thinking to identify Infection Control risks (and general safety risks) across a multidisciplinary spectrum (nursing, housekeeping, maintenance).
- Attends assigned team meetings or other committees.
- Reports infection control data to Juvare/EM Resource as directed, following appropriate standards to ensure NHSN and MDHHS flowthrough.
- Responsible for signage and appropriate PPE delivery to units under quarantine/isolation.
- Regularly accesses the patient EMR.
- Will have MCIR access. Must maintain MCIR training.
- Assists with the maintenance of department supply of PPE.
- Assists with vaccine consents prior to vaccine clinics for Influenza and COVID for both patients and guardians. Must have considerable interpersonal skills and the capacity to educate, at the direction of the medical doctor, both inpatient psychiatric patients and their guardians of the risks vs benefits of vaccination.
- With supervisor, maintains a list of water management plan findings (normal and abnormal)
- Communicates with Maintenance/DTMB to monitor and keep a record of remediation interventions pertaining to the Water Management Program.

**Duty 2**

**General Summary:**

**Percentage: 25**

**General/Departmental Duties**

**Individual tasks related to the duty:**

- Provides general nursing care services.
- Responds to emergency health care needs of patients.
- Performs health screenings of patients.
- Collects and records data specific to the health status of patients or clients.
- Administers medications and treatments as prescribed by medical practitioners.
- Monitors and clinically directs nursing support personnel.
- Instructs patients in treatment methods prescribed by medical practitioners or interdisciplinary treatment teams.
- Keeps the patient clinic/sterile reprocessing area clean. Notifies housekeeping if required
- Performs monitoring in the patient clinic (e.g. climate-controlled units, medication fridges, sterilization logs)
- Accesses information from outside entities on fax machine, phone, and email; promulgates as necessary
- Orders appropriate supplies for clinic as directed
- Practices proper infection control standards in the clinic.
- Provides on-going health care instruction for staff.
- Will assist collecting quality improvement and participating data surveillance activities as assigned.
- Responds to medical emergencies when available
- Attends departmental meetings
- Completes mandatory training in a timely manner (e.g. competencies, CPI, CPR, IC training, etc.)
- Audits the use of reusable medical equipment per protocol
- Participates in clinic conferences, workshops, seminars, and related forums

**Duty 3****General Summary:****Percentage: 15**

Maintenance and management of select medical equipment

**Individual tasks related to the duty:**

- Manages select medical equipment that is not maintained by the nursing department or clinic staff: off- unit AEDs, off-unit crash carts and trauma bags, the off-unit psychiatric emergency bag, ECGs and maintains inventory/management of hospital- owned CPAP machines when not in use by patients
- Maintains any off- unit Medical Emergency Carts
- This position does not repair medical equipment, but contacts Biomed Contractor for equipment in need of repair
- Maintains records and inventory of related medical equipment
- Maintains the clinic inventory of operational vital- sign machines to be switched out with nonfunctional machines from the nursing units and repaired by biomed

**Duty 4****General Summary:****Percentage: 10**

Occasional backup for the patient clinic and occupational health departments as needed, and other tasks as assigned by supervisor

**Individual tasks related to the duty:**

- Will cover the patient clinic and OH departments as needed, within the incumbent's scope practice
- Will have MCIR access. Must maintain MCIR training
- Will assist with patient vaccination drives (e.g. COVID and Influenza)
- Other tasks as assigned by supervisor.

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

- Critical thinking across all stages of the nursing process
- Implementation of infection control protocols
- Makes decisions that affect the safety of staff and patients

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

- Changes in facility policies/procedures or deviation from established procedures
- Evaluation of clinical issues outside current scope of practice
- Implementation of activities requiring allocation of resources
- Politically sensitive and controversial issues
- Media relations

**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 position involves some sedentary work (sitting, standing, walking, talking, listening, near vision acuity, far vision acuity). This is an active position, involving visiting all areas of the hospital with extended walking. Exposure to illness and disease is inherent to the work due to patient contact. May be exposed to combative/aggressive 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"/> 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?**

Yes

**23. What are the essential functions of this position?**

Performs tasks to maintain and improve infection control practices and standards in the hospital. This position serves as an occasional backup to the Patient Clinic and Occupational Health Departments. Providing high quality, safe, treatment delivery for patients having a mental illness, in an inpatient hospital providing psychiatric mental health services. Requires exceptional critical thinking skills.

**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 Hospital Director and Executive Committee are responsible for the mission/vision and values of the hospital, as well as planning for services and implementation of performance improvement and maintaining optimal health care services, and a safe environment for patients and personnel. This position is focused on maintaining Infection Control in the hospital, with the overall goal of improved patient care.

**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 Healthcare operational processes.
- Knowledge of infection control standards per TJC, OSHA, DCH and other regulatory agencies preferred.
- Strong interpersonal skills required.
- Skills in communication--verbally & in writing.
- Ability to organize, prioritize and teach.
- Ability to collect and utilize data.
- Skills in word processing and spreadsheet computer skills.
- Knowledgeable in HIPAA policies and procedures.
- 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 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.

N/A

***I certify that the entries on these pages are accurate and complete.***

FELISHIA WILLIAMS

4/10/2025

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