

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

Position Code 1. REGNMGR1

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-WALTER P. REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description Registered Nurse Manager-1	10. Division Nursing
5. Working Title (What the agency calls the position) Registered Nurse Manager 12	11. Section Nursing Department
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / 24 Hour Operation - Varies

14. General Summary of Function/Purpose of Position

This employee acts as a first line charge nurse for an eight-hour shift, supervising, coordinating, and directing nursing activities through subordinate Licensed Practical Nurses (LPNs) and Resident Care Aides (RCAs). This registered nurse also provides patient care utilizing the Nursing Process for assessment, planning, implementation and evaluation to provide safe therapeutic care and rehabilitation groups. Assumes responsibility and accountability for individual judgment and actions. 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. Individuals in this position, on a regular basis, 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.

This is a Drug Test designated position, due to 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: 30

Supervision and Provision of Nursing Care

Individual tasks related to the duty:

1. Supervises and participates in provision of general nursing care services within the legal scope of nursing practice and standards developed by the profession.
2. Assumes and maintains responsibility for administration and programming of one patient care area during an eight-hour shift.
3. Utilizes the nursing processes in assessment, diagnosis, planning, implementation, and evaluation in developing appropriate nursing plans of care.
4. Utilizes proper methods, techniques, skills and practices for performing professional nursing activities including psychiatric nursing interventions, medical treatment, and medication administration.
5. Observes, monitors, and evaluates the delivery of care during rounds and as needed.
6. Receives and gives verbal/written report each shift on the status of patients.
7. Assumes responsibility for execution of medical orders for treatments and medications.
8. Assesses patients for changes in condition and implements appropriate actions.
9. Role model appropriate behavior interventions and teach staff how to perform specific tasks/procedures.
10. Provides rehabilitation programming and/or personal care to the most complex, severely impaired and/or acutely medically compromised patients.
11. Monitors and assesses patients on precautions and in seclusion/restraints.
12. Participates in interdisciplinary treatment planning, developing Nursing Interventions for patients assigned to the unit.

Duty 2

General Summary:

Percentage: 25

Supervision and Evaluation of Nursing Personnel

Individual tasks related to the duty:

1. Evaluate and verify employee performance through the review of work techniques, completed assignments, competency checks, and training reports.
2. Guide, teach, and counsel employees to encourage improvement in delivery of patient care.
3. Plan, initiate, and implement corrective action to improve performance of assigned employees.
4. Assigns nursing care and delegates to assigned employees based upon patient needs and staff competencies.
5. Schedules work assignments and set priorities for task completion. Communicates via established mechanisms.
6. Conducts staff meetings.
7. Monitors employee time and attendance.

8. Utilizes appropriate labor relations principles.
9. Implements corrective action and discipline when necessary.

Duty 3

General Summary:

Percentage: 25

Maintains a Therapeutic Milieu

Individual tasks related to the duty:

1. Promotes and maintains a safe and therapeutic environment for patients.
2. Encourages and assists patients in engaging in daily activities.
3. Stimulates interests of patients in social environments.
4. Promotes and participates in patient teaching (Hospital policies, self-care, medications, etc.).
5. Develop and conduct active treatment/psychosocial rehabilitation programs to meet patient care needs.
6. Protects and promotes the rights of patients.
7. Assures thorough and timely data collection and documentation when unexplained and/or suspicious incidents occur, reporting incident and findings to the appropriate person.

Duty 4

General Summary:

Percentage: 15

Documentation of Care

Individual tasks related to the duty:

1. Collects and records data specific to the mental and physical health status of the patient.
2. Documents change in patient's mental state, behavior, and physical condition.
3. Documents patient's care plan and the evaluation of patient's progress toward meeting goals of treatment.
4. Charts:
5. Outcome of Treatment Administered
6. Response to Medications Administered
7. Changes in Vital Signs and Weights and Action Taken
8. Seclusion and Restraints
9. Other Related Clinical Information

Duty 5

General Summary:

Percentage: 5

Professional Development

Individual tasks related to the duty:

1. Participate actively in Nursing Education Programs and encourage others to do likewise.
2. Avails self of current nursing mental health and management concepts through in-service, community, and professional organizations.

3. Assumes responsibility for own personal and professional development.
4. Utilizes and/or participates in studies or research projects as appropriate.
5. Keeps knowledgeable regarding current laws affecting mental health and medical/surgical nursing practices.
6. Participate in new employee orientation.
7. 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.

Make decisions regarding the use of clinical procedures within area of expertise and licensure. Interprets content of reference manuals including Hospital Administrative Manual, Nursing Department Policy and Procedure Manual, Public Health Code, Mental Health Code, Joint Commission and CMS Standards. These decisions directly affect the quality of patient care and the operational efficiency of the agency.

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.

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

LPN's and/or RCA's

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

Y	Complete and sign service ratings.	Y	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?

Duty 1: Assists in Supervision and Provision of Nursing Care

Duty 2: Assists in Supervision and Evaluation of Nursing Personnel

Duty 3: Maintaining Therapeutic Milieu

Duty 4: Documentation of Care

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. This position is a first-line supervisor of RCAs and LPNs.

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 P11; 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:

- Knowledge of general nursing principles and practices.
- Knowledge of scientific principles and specialized techniques used in the practice of nursing.
- Knowledge of medications and treatments.
- Knowledge of materials, supplies, and equipment required.

- Knowledge of current literature in the field of nursing and hospital administration.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of equal employment practices.
- Ability to instruct, direct, and evaluate employees.
- Ability to assess the effectiveness of nursing care.
- Ability to carry out detailed instructions.
- Ability to remain calm during stressful situations.
- Ability to maintain records, prepare reports, and compose correspondence.
- Ability to communicate effectively.

**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.

N/A

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

FELISHIA WILLIAMS

7/30/2020

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