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| CS-214  Rev 11/2013 |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 PSYCHIATRIC HSP. |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | HOSPITALS AND CENTERS |
| 4.Civil Service Position Code Description | 10. Division |
| REGISTERED NURSE MANAGER-1 12 | NURSING |
| 5.Working Title (What the agency calls the position) | 11. Section |
| CHARGE NURSE | NURSING DEPARTMENT |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| REGISTERED NURSE MANAGER-2 13 | ASSIGNED TO A SPECIFIC UNIT 80 HOURS PER PAY PERIOD |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| REGISTERED NURSE MANAGER-3 14 | 30901 PALMER RD., WESTLAND, MI 48186 |
| 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 of Duty 1 % of Time 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 of Duty 2 % of Time 25**  Supervision and Evaluation of Nursing Personnel | |
| **Individual tasks related to the duty.**   1. Evaluates and verifies employee performance through the review of work techniques, completed assignments, competency checks, and training reports. 2. Guides, teaches, and counsels employees to encourage improvement in delivery of patient care. 3. Plans, initiates, and implements 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 sets 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. | |

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| Duty 3 **General Summary of Duty 3 % of Time 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. Develops and conducts 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 of Duty 4 % of Time 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 changes 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 |

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| Duty 5 **General Summary of Duty 5 % of Time 5**  Professional Development |
| **Individual tasks related to the duty.**   1. Participates actively in Nursing Education Programs and encourages 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. Participates in new employee orientation. 7. Acts as a preceptor to Nursing Students. |
| Duty 6 **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.** |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.   1. Decisions regarding higher degree of expertise than current level of clinical competence. 2. Administrative decisions potentially having hospital-wide impact. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| Unspecified (5-10) | LPN E9 and/or RCA 6/7/8 |  |  |
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| 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.**  **Provide formal written counseling.**  **Approve work.**  **Approve leave requests.**  **Review work.**  **Approve time and attendance.**  **Provide guidance on work methods.**  **Orally reprimand.**  **Train employees in the work.** | | | |

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| 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. |
| 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 Master's degree in nursing or * Possession of a Bachelor's degree in nursing and six months of experience or * Possession of a diploma or Associate's degree in nursing and one year of experience |
| EXPERIENCE:  One year as a Registered Nurse after obtaining a diploma and Associate’s Degree in Nursing or  Six months after obtaining a Bachelor’s Degree in Nursing |
| 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 of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**