

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. REGNMGR2

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-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospitals Administration
4. Civil Service Position Code Description Registered Nurse Manager-2	10. Division Nursing
5. Working Title (What the agency calls the position) RN House Supervisor	11. Section
6. Name and Position Code Description of Direct Supervisor HLATKO, RYAN C; REGISTERED NURSE MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ALTON, JAMES D; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1312 Oakland Drive, Kalamazoo, MI 49008 / 6:30AM to 3PM; 2:30PM to 11PM; 10:30PM - 7AM

14. General Summary of Function/Purpose of Position

This position administers, directs and coordinates activities of patient care on a 24 hour basis. The nurse in this position is responsible for managing and supervising nursing employees, coordinating care in difficult situations, responding to emergency situations, and making recommendations for quality improvement interventions. The nurse in this position makes recommendations, develops, and implements policies and procedures and keeps the Director of Nursing / Nursing Administration appraised of progress and potential problems. This position is responsible for the direction and evaluation of the patient care delivery process. The nurse in this position leads the hospital and oversees the functioning of the entire hospital for the duration of his/her shift. This position on a regular basis oversees the provision of health care services to persons in the care and custody of the State and has unsupervised access to controlled substances.

This is a test- designated position, and as such, is subject to random and post- accident drug and alcohol testing.

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: 35

Management/ Supervision of Nursing Staff.

Individual tasks related to the duty:

- Supervise and manage employees for all units of the hospital in the capacity of RN House Supervisor.
- Provide leadership and direction in accordance with organization and department nursing goals and objectives.
- Evaluates work performance and completes probationary service ratings & annual performance appraisals for RNM1 and others as assigned.
- Counsel and give guidance to employees as appropriate.
- Provides for professional growth and development of nursing employees through identification of needs, sponsoring training, encouraging formal and continuing education efforts, and evaluating effectiveness of same.
- Maintain staffing levels for patient care units to meet patients' needs for continuity level of care.
- Utilize disciplinary process with assistance from Human Resources Department as needed.
- Keep records of observations, disciplinary actions, and actions taken to resolve problems.
- Demonstrate understanding of union contracts by applying principles and standards in the management of employees.

Duty 2

General Summary:

Percentage: 25

Management of Patient Care Issues.

Individual tasks related to the duty:

- Provide input in the formulating of patient care policy and procedure for the nursing department and the hospital.
- Communicate with medical staff to coordinate medical, psychiatric, and nursing care of the patients.
- Make frequent rounds of all units to determine patient needs and address issues of concern with staff.
- Participate in continuous quality improvement measures of the nursing department and hospital.
- Assist RN Managers and other nursing personnel in organizing patient care and ensure continuity of care based on knowledge of clinical and age-specific needs of the patients.
- Evaluate patient care through assessment, planning, intervention, and re-evaluation, written documentation, observation, and comparison of established standards.
- Advocate on behalf of all patients to protect their rights while hospitalized and investigate grievances & rights violations as assigned.
- Respond and support staff and patients in the event of an "EASY" alarm

Duty 3

General Summary:

Percentage: 20

Management of overall safety and environmental concerns for all units of the hospital.

Individual tasks related to the duty:

- Assist with Code Easy alarms as needed.
- Make frequent rounds throughout the units and the hospital.
- Check for security breaches, privacy violations, and fire code regulations on all units .Advise and report to the appropriate entity.
- Collaboration with ancillary services; environmental services to provide clean, safe, secure, environment for patients, employees and visitors.
- Identify the need for equipment and supplies and submit a "Request to Purchase" to the Director of Nursing for approval.
- Instruct staff on the frugal & efficient use of supplies.
- Adhere to policy and procedures for restraint and seclusion, Fire Marshall Standards, Joint Commission regulations, and all other KPH policies.
- Monitor storage areas for excess supplies and safety.
- Promote open communication within units, other units, and departments.
- Maintain hospital readiness for surveys conducted by Joint Commission, Michigan Department of Health and Human Services, and Center for Medicaid & Medicare Services, (CMS) or other accrediting agencies.

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

Educational opportunities for self and others.

Individual tasks related to the duty:

- Accentuate professional growth and development of all nursing staff and establish a climate conducive to meeting educational needs and empowering staff to learn new information.
- Provide direction to teaching efforts directed at patients, their significant others, and employees.
- Assist / lead Mock Codes on the units for emergency training and disaster response.
- Monitor compliance with KPH policies and procedures. Review with nursing staff as needed.
- Cooperate/ facilitate clinical instructors (Schools of Nursing) in planning, implementing, and evaluating nursing student clinical experience at KPH.
- Plan/assist with the implementation of patient teaching groups (PSR) and monitor outcomes.
- Assume responsibility for own continuing education and development needs: Attend meetings, workshops, and conferences to enrich personal knowledge, growth, and skills in supervision of employees and the clinical care of patients.
- Research evidence –based nursing literature for new approaches to psychiatric nursing.

Duty 5**General Summary:****Percentage: 10**

Other related duties as assigned.

Individual tasks related to the duty:

- Serve on committees in the nursing department and hospital-wide as assigned.
- Serve as a resource to other staff members.
- Support/participate in survey processes to maintain hospital accreditation.
- Foster good public relations amongst the units, Department of Nursing, and the hospital as a whole.
- Maintain professionalism in appearance as a role model to staff and the public.
- Assume responsibility for coverage in the Staffing Office if Department Technician is not available.
- Collaborate with RN Managers and the Staffing Office to approve/ facilitate nursing staff assignments, OT, VOT, and/or disciplinary action.

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

Setting, prioritizing, and implementation of nursing standards and goals.

Facilitation of staff functioning

Decisions regarding verbal/written counseling.

Quality improvement activities to enhance immediate patient safety.

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

Performance appraisals

Disciplinary action that may require a reprimand or suspension of staff persons.

Unit or division changes that might impact patient care.

Short term / long term goals for the Hospital.

Revision and dissemination of policies and procedures.

Decisions affecting the quality of care and competency of patient care staff.

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.

Sitting-20%	Consumer smoke-0%
Standing-20%	Odors-10%
Walking-30%	Cold/ Heat-30%
Writing-30%	Poor ventilation-30%
	Noise-30%

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>
ABDALLE, ABDIRASHID S	REGISTERED NURSE MANAGER-1 12	MUKWADA, JASPER	REGISTERED NURSE MANAGER-1 12

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?

Agree

23. What are the essential functions of this position?

Ensure compliance to nursing care standards as required by Joint Commission & Michigan Department of Health and Human Services.

Assess the effectiveness of nursing care delivery throughout the hospital.

Assist in education and training of nursing staff in conjunction with KPH Education and Training Department.

Overall supervision of nursing employees assigned to all units during shift.

Responsible for interdepartmental communication of vital information necessary for the delivery of quality patient care.

Active certification in the hospital's identified emergency medical response methods

Able to implement the knowledge, skills, and abilities from the hospital's identified emergency medical response methods

Active certification in the hospital's identified behavioral crisis response methods

Able to implement the knowledge, skills, and abilities from the hospital's identified behavioral crisis response methods

Successfully pass hospital core orientation and position specific training skills assessment

Successfully pass assigned trainings

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 function of the work area is to provide nursing care to patients with psychiatric and medical problems. This position would supervise both nursing care and nursing personnel in the RN House Supervisor role. The House Supervisor will make rounds on all the units ensuring the safety of staff and /or patients, ensuring compliance with KPH policies, procedures, & regulations, and be supportive of the RNM1 on the units.

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 13

Two years of experience equivalent to a Registered Nurse P11 or one year equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

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:

As listed on the Civil Service job specification. In addition:

Good communication and writing skills

Supervisory/management skills- ability to delegate and direct others with follow-up as needed.

Adequate teaching and leadership skills.

Good clinical judgment

Training in psychiatric emergencies, rapid response teams, or emergency medicine.

Able to make sound decisions with input from others.

Proficient computer skills

Efficient in electronic medical records (Avatar).

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:

Possession of a Michigan registered nurse license in good standing.

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.

JULIE KELLY

8/19/2025

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