

## 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> DOC-ALGER MAX SECURITY CORRECT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Health Services
<b>4. Civil Service Position Code Description</b> REGISTERED NURSE MANAGER-4	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> KISSAU, LORI R; REGISTERED NURSE DIRECTOR-3 17	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> KISSAU, LORI R; STATE DIVISION ADMINISTRATOR 17	<b>13. Work Location (City and Address)/Hours of Work</b> N6141 INDUSTRIAL PARK DR; MUNISING, MI 49862 / Monday - Friday 8:00 am - 4:30 pm
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for efficient and effective management of health services within an Ambulatory Health Care Unit. Effective management entails the coordination of all clinical activities, dental, medical, psychological services, mental health and all ancillary and support services. In addition this position provides direct clinical care, when appropriate. This is a test designated position. This position has direct contact with and supervisory responsibility over prisoners for more than 50% of work time. The work station of this position is located inside the secure perimeter of the facility.	

**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: 55**

This position serves as the team leader and on-site health services administrator. It serves as the extension of region administration to facility level. It marshals the resources necessary for staff to provide efficient, effective care, i.e., personnel resources, equipment, supplies, etc. It assists in direct patient care as needed. The following tasks are performed in direct contact with prisoners involving supervisory responsibilities over prisoners.

**Individual tasks related to the duty:**

- Acts as a role model in the delivery of health care through participation in every level of the provision of health care.
- Assures that there are systems in place and participates in those systems to assure that individual patients receive needed services in an effective and timely manner.
- Implements and participates in practices and procedures that reflect quality and safe delivery of health care services in accordance with appropriate Department policies, procedures and practices.
- Fosters critical thinking.
- Performs physical examinations, nursing diagnosis, and treatment plan for individual patients who have the most complex health care needs or who present with serious medical issues.
- Participates in and oversees annual mobilization process assuring appropriate health care interventions.
- Reviews records, examines, and interviews (as necessary) patients when investigating Step I and Step II prisoner/patient grievances.
- Supervises and participates in the provision of general nursing care.
- Serves as a liaison with internal (patients) and external customers.

**Duty 2**

**General Summary:**

**Percentage: 15**

Acts as team leader for performance improvement activities, including accreditation activities.

**Individual tasks related to the duty:**

- Serves as the team leader of the Performance Improvement Committee to identify, communicate, and promote best practices.
- Develops the health care team by providing conflict resolution, promoting and meeting staff needs, promoting and practicing effective communication and creating a learning environment.
- Oversees the Performance audit process for health care.
- Assures compliance with department policies, procedures and practices; labor relation agreements; all regulatory and accrediting bodies; and federal and state laws.

**Duty 3**

**General Summary:**

**Percentage: 10**

Hires, trains, evaluates and disciplines all direct reports. Oversees the hiring, orientation, on-going training, performance improvement, and discipline for all positions assigned to the unit.

**Individual tasks related to the duty:**

- Oversees the hiring, evaluation, and disciplining actions for staff.
- Assures that employees are provided with an orientation program upon new hire.
- Assures that employees complete annual training, both mandatory and 40 hours.
- Assures that annual and probationary ratings are completed.
- Assures that there are position descriptions for all positions and that all professional staff has current active licenses.
- Assures MP's are properly oriented and receive necessary training in policy, procedure and protocols.

**Duty 4**

**General Summary:**

**Percentage: 10**

Collects, reviews, analyzes data necessary for evaluating the efficiency and effectiveness of service delivery. Maintains required data to comply with department, state and federal standards.

**Individual tasks related to the duty:**

- Collects and submits statistical reports.
- Assures that there is a system for accurate documentation of appointments and other required information.
- Monitors and submits reports regarding contractual services.
- Monitors staffing levels and needs.
- Monitors off-site specialty services.
- Assumes fiscal responsibility; manages resources efficiently, reconciles expenditures, projects expenses and eliminates unnecessary expenses.

- promotes effectiveness and reduces costs, maximizes budgetary allowances, and assures that adequate supplies and equipment are available.
- Responsible to audit the medication process at assigned intervals for KOP medication lines, restricted medication lines (all shifts), insulin lines, receipt of medications from vendor, reconciliation of pharmacy bill, medication returns, medication disposal, transcription of MAR and all aspects of current pharmacy services and medication management operating procedure.

**Duty 5**

**General Summary:**

**Percentage: 5**

Coordinates medical, dental, and psychological services for the health care unit in conjunction with regional directors. Coordinates the interface with DCH programs within the facility.

**Individual tasks related to the duty:**

- Coordinates access to medical, dental, and psychological services care.
- Assures access to onsite mental health services is maintained.
- Maintains and promotes open and effective communication with medical service providers, dental and psychological services staff to resolve issues. Communicates with Regional Dental and Psychological Services Directors and Regional Medical Officers.
- Coordinates and oversees the timekeeping. Contributes to the performance evaluation and disciplinary process for all onsite positions reporting to the regional office.
- Responsible for assuring the MP(s) work(s) effectively within the unit and are supported by unit staff and work flow practices.

**Duty 6**

**General Summary:**

**Percentage: 5**

Serves as health care liaison with the warden and other facility staff.

**Individual tasks related to the duty:**

- Resolves facility issues between health care and other staff.
- Communicates with Warden regarding health care activities within the facility as they relate to custody and security issues, submits reports as appropriate.
- Coordinates facility employee health care services for annual TB testing, hepatitis B injections, employee exposures, and employee accidents.
- Attends meetings and participates on such facility committees as the Regional Health Care Administrator and Warden deem necessary to accomplish local and department, custody and health care goals.
- Includes the Warden or designee in meetings and committees as designated regarding process improvement when the issues involve custody/security.
- Promotes the MPRI process from the time of intake at the facility to the time of parole.

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

Independent nursing and management decision which impact the provision of health care at a facility.

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

Those issues which could have a legal or financial implication to the Department of Corrections.

**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.**

Visual and hearing ability sufficient to comprehend written/verbal communication. Ability to perform tasks involving physical activity, which may include heavy lifting, walking, running, bending, and standing. There is a potential for exposure to communicable diseases. The job duties require an employee to work under stressful conditions. . Position is located inside the secure perimeter of a correctional facility and has regular unsupervised contact with prisoners.

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>
	SECRETARY-E E8		REGISTERED NURSE MANAGER-2 13
	REGISTERED NURSE MANAGER-2		DENTIST FEES A
	PHARMACY ASSISTANT- FZN E8		MEDICAL RECORDS EXAMINER-E E10
	X-RAY TECHNICIAN-E		

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?

This position coordinates the delivery of professional health care services in an ambulatory (and inpatient) clinic in a correctional facility.

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

The health care system has become more complicated with major changes in the health care needs of correctional inmates to include the needs of geriatric patients, hepatitis C patients, and multi-system chronic care patients. An electronic medical record system has been implemented along with a significant increase in reporting and monitoring of health care services. The overall costs of health care and particularly prescription medication has increased over the past few years. Health Unit Managers are the only on-site monitor to review, track, and report these additional costs.

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

The function of the work unit is delivery of health services to prisoners. This position is responsible for the coordination of all health care service delivery at a DOC facility.

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

**EDUCATION:**

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

**EXPERIENCE:**

**Registered Nurse Manager 15**

Two years of experience equivalent to a Registered Nurse 13 or a Registered Nurse Manager 13, or one year equivalent to a Registered Nurse 14 or a Registered Nurse Manager 14.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to handle complicated management issues.

Ability to deal with difficult people and to be a role model in dealing with prisoner behavior.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

R.N. licensure in the State of Michigan.

*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.*

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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.*

MARLA POMEROY 10/29/2015

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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.*

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Employee Date