

Position Code

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

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
	Michigan Department of Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Health Care
4. Civil Service Position Code Description	10. Division
Registered Nurse Manager 2	Health Care
5. Working Title (What the agency calls the position)	11. Section
Nursing Supervisor	Nursing
6. Name and Position Code Description of Direct Supervisor	12. Unit
, Registered Nurse Manager 4	***Facility
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Registered Nurse Director 3	3201 Bemis Road, Ypsilanti, MI 48197 80 hours per pay period

14. General Summary of Function/Purpose of Position

The employee acts as second line clinical supervisor of a correctional health care complex which includes ambulatory care, urgent emergent services, receptions center, inpatient unit, acute mental health, segregation, boot camp, dialysis and all care in between. Responsibilities include participation in the review and development of nursing policies and procedures, scheduling and approval of leave requests, completion of service ratings, employee counseling, participation in the grievance process, participation in hiring, orientation and disciplinary process of staff. In addition, the employee is responsible for assuring the quality of patient care through appropriate intra shift supervision and inter-shift communication and provides direct patient care. Oversight and thorough orientation of new employees is a key role. Works 100% within the secure perimeter of a multi security correctional facility. This is a test designated position, subject to random 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 of Duty 1 - % of Time 55%

Supervises Nurses and participates in direct patient care in facility in assigned areas of the facility.

Individual tasks related to the duty.

- Makes assignments and schedules for nursing staff.
- Assumes responsibility for the day-to-day operation of assigned area of the facility/health care clinic, including providing direct patient care, performing segregation rounds, evaluating high risk patients including those in observation and on hunger strikes.
- Coordinates rounding and visits of other health care staff including Nurses, Medical Providers, Dental staff, and Qualified Mental Health Professionals.
- Guides and aids nurses in their daily job duties to support them and ensure that they succeed.
- Is a presence in the clinic to support the day to day activities and be an available resource to nursing staff
- Identifies training needs for nurses and works to develop training to aid them in their learning.
- Develops and maintains constructive communications with other departments, regions, facilities, peers and officials.
- Maintains and monitors appropriate staffing levels to include obtaining voluntary and mandatory overtime.
- Assures adherence to applicable Peer Review, Performance and Attorney General Audits.
- Oversees and evaluates prisoner complaints and grievances, responding appropriately.
- Performs Health Unit Managers responsibilities in the absence of the Health Unit Manager.
- Completes nursing assessments/evaluations and documents on patients who have scheduled appointments or are being seeing related to urgent/emergent issues.
- Performs other related duties as assigned.

Duty 2

General Summary of Duty 2 - % of Time 15%

Nursing orientation, mentoring, training, counseling and discipline

Individual tasks related to the duty.

- Plays a key role in the orientation and mentoring of new nursing staff. Follows the guidelines and orientation manual for the orientation process.
- Meets with new orientees weekly to go over orientation process and progress
- Assigns a mentor to all new nurses ensuring that they know who their mentor is and what to expect
- Models professional nursing skills and behavior and is a subject matter expert for correctional health nursing.
- Completes timely performance evaluations on assigned staff.
- Ensures that performance issues are addressed timely and in a manner that the employee is aware of what is expected moving forward. Follows the performance process as outlined in policy
- Immediately curbs staff behavior that is untoward and provides them with guidance. If warranted follows the employee discipline process as outlined in policy.
- Evaluates for staff training needs and proactively provides those training needs or consults with Health Unit Manager on the development of training or referral to the training area.

Duty 3

General Summary of Duty 3 - % of Time 15%

Teamwork, team building and participation, interdisciplinary/collaborative responsibilities. Promotes offender success from the time of intake at the facility to the time of discharge/parole.

Individual tasks related to the duty.

- Participates as a team member in the provision of nursing and health care interacting with professional colleagues to provide comprehensive care.
- Participates in facility and clinic committees and meetings
- Demonstrates thorough communication with the patient, criminal justice system, human resources, and other health care providers.
- Makes appropriate and timely referrals to other health care professionals.
- Acts as a patient advocate for provision of care and ethical issues.
- Accepts referrals from other health care professionals and departments.
- Develops a collaborative team relationship with other health care team members.
- Participates in health care decision making and seeks participation from other staff.
- Attends case management and huddles, as scheduled.
- Works to identify offender health needs, and then collaboratively works with the prisoner, the offender success team and the community to ensure that health care is available to serve each prisoner's specific health need. This may also entail contacting medical providers in the community as well as establishing medical appointments for the prisoner upon parole.

Duty 4

General Summary of Duty 4 - % of Time 5%

Communication/Accurate and timely documentation with employee and patient issues and concerns.

Individual tasks related to the duty.

- Communicates appropriate, accurately, and timely with patients, staff, and administration verbally and in writing.
- Maintains accurate legible and confidential records.
- Documents nursing assessments, interventions, and plan of care.
- Provides information regarding patient assessments to other health care members.
- Consults with supervisor/manager, other health care professionals, and departments as issues and concerns require.
- Develops therapeutic relationships with patients and employees.
- Uses the Electronic Health Record system.
- Uses Outlook, and other department approved computer systems.
- Keeps Health Unit Manager informed of issues and concerns related to the delivery of care to the prisoner population and related to personnel concerns.

Duty 5

General Summary of Duty 5 - % of Time 10%

Performance Improvement and maintains a safe environment.

Individual tasks related to the duty.

Performance Improvement

- Participates in performance improvement audits including systematic review of records and treatment plans evaluating the quality and effectiveness of nursing practice.
- Preps for peer review and performance improvement audits. Actively works with auditors during the audit process. Participates in the preparation of plans of correction for any audit findings and works to implement those plans and propel the clinic to success.
- Maintains current knowledge by attending nursing education programs.
- Maintains RN licensure and CPR certification.
- Establishes and maintains appropriate standards of nursing practice working with Health Unit Manager.
- Demonstrates nursing competency in assessment and documentation of patient care.
- 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.

Maintains a Safe Environment

- Adheres to custody/security standards.
- Maintains an accurate tool control count and narcotic count.
- Maintains universal and special precautions related to infectious disease control.
- Recognizes, monitors, reports and takes appropriate action regarding potential security risks.

Duty 6

General Summary of Duty 6 - % of Time

Individual tasks related to the duty.

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

Nursing practice decisions are made independently. These decisions are a matter of life and death.

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

Decisions having potential legal or financial 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.

Hazards associated with work within a correctional institution and with prisoners. The job duties require an employee to work under stressful conditions. Must be able to walk long distances, stand for prolonged periods, sit and bend. Must be able to lift 30 pounds and carry 10 feet. Must be able to walk up and down two flights of stairs. Must be able to push a stretcher or wheelchair, position patients, and perform CPR. Must be able to work longer than eight hours in a day, if required. 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	RN's		
	LPN's		

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.

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?

To provide the full range of professional nursing care to prisoners in general population/segregation clinics and to supervise other registered nurses and staff assuring that quality standards are maintained.

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

None

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

The work area provides health care for the prisoners housed at the Correctional Facility.

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

EDUCATION:

Possession of a diploma or associates degree in nursing. Possession of a bachelor's degree in nursing can be substituted for six months of Registered Nurse P11 experience.

EXPERIENCE:

Two years of experience equivalent to the RN P11 or one year of experience equivalent to the RN 12 or RN Manager 1.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to develop and lead a team of health care staff.
Ability to communicate effectively with difficult patients.
Ability to document health information on a computer system.
High level of the knowledge of nursing practice principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

RN License for the State of Michigan.

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.