

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

Position Code 1. REGNDIR3A05N

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 Michigan Department of Corrections/CFA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description Registered Nurse Director-3 17	10. Division Clinical Leadership
5. Working Title (What the agency calls the position) Director of Nursing	11. Section Nursing
6. Name and Position Code Description of Direct Supervisor Lori Kissau; State Division Manager 17	12. Unit Northern (UP) Clinical Operations
7. Name and Position Code Description of Second Level Supervisor Marti Kay Sherry; Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work Chippewa Correctional Facility (URF) 4269 West M-80, Kincheloe, MI 49784; 80 hours per pay period

14. General Summary of Function/Purpose of Position

Is a member of the Health Care Clinical Management Team overseeing the clinical operation at all of AMF, KCF, LMF, MBP, NCF, and URF and directly supervises all Health Unit Managers. Serves as second line supervisor for nursing supervisors, clerical, medical record, and ancillary staff; and third line supervisor for clinic nursing staff. Assists the Assistant Health Service Administrator in the overall management of individual facility clinics. This position is a drug and alcohol testing position.

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: 50

Leadership nursing services and the Clinical Health Care Program.

Individual tasks related to the duty:

- Develops and guides nursing practices consistent with the mission of the BHCS and Nursing Services philosophy, mission, goals, and objectives, as well as Department Policy and Procedure.
- Serves as a role model by demonstrating professional competency, effective communication skills, and focuses on quality improvement, sound human relations skills, and effective problem solving.
- Communicates and assures expectations are met in the delivery of quality nursing services by establishing and enforcing procedures standards, directions, and guidelines.
- Interprets nursing issues and advances nursing interests and practice through active participation on the Clinical Management Team, Quality Management/Performance Improvement Team, and special committees as appropriate.
- Collaborates with the AHSA and other members of the Clinical Management Team to plan and implements interdisciplinary activities and/or resolves interdisciplinary issues.
- Develops and maintains constructive working relationships with the wardens and other facility staff, serves as liaison with custody and health care staff.
- Holds Nursing Leadership Meetings for all direct report employees.

Duty 2

General Summary:

Percentage: 25

Management of Human Resources

Individual tasks related to the duty:

- Selects qualified individuals for employment and promotion assuring compliance with Department of Civil Service, MDOC and EEO requirements in the selection process.
- Assures that employees are provided with orientation and training needs necessary to perform duties satisfactorily.
- Develops performance objectives, evaluates employee performance, identifies training needs, develop strategies for improving performance to include training, coaching, and corrective action.
- Assure conditions of employment comport with the Compensation Plan and collective bargaining agreements and are conducive to sound employment relations and practices.
- Guides HUMs and assures that effective disciplinary and corrective actions are taken, as appropriate.
- Recommends staffing changes in response to the health care needs of the population served.
- Supervises, through first and second line supervisors, nursing, administrative support, medical record, and ancillary staff.
- Responds to employee grievances.

Duty 3

General Summary:

Percentage: 15

Quality Management/Performance Improvement

Individual tasks related to the duty:

- Serves on the Quality Improvement Committee representing Nursing Services.
- Promotes quality and performance improvement principles by participating and assuring the subordinates participate in quality management/performance improvement by serving as a role model for employees, and by using acquired skills in serving as a facilitator.
- Serves as a resource person to facility quality management/performance improvement chairperson, members, and project teams
- Oversees the Self Audit process providing expert opinion and oversight to Health Unit Managers in the completion of Self Audits.
- Is proficient in the use of the Electronic Medical Record and all health care electronic programs such as but not limited to OMNI, DCDS, Mtrax, Word, Excell, Access, and Power Point.
- Develops, compiles, and analyzes reports regarding health care delivery. Identifies areas of concern, develops and implements a plan of correction.
- Participates in Performance and Peer review Audits.
- Has access to critical tools and controlled substances at all assigned facilities and monitors accountability.

Duty 4

General Summary:

Percentage: 5

Management of Financial and Materials Resources

Individual tasks related to the duty:

- Reviews, approves, rejects, and monitors expenditures incurred by nursing services or ancillary departments.
- Through Health Unit Managers assures that clinical units are furnished with proper equipment and supplies, are maintained in clean and safe conditions, and meet MIOSHA and/or other applicable federal, state, local, and MDOC requirements.
- In collaboration with the Clinical Management Team reviews, evaluates, and makes recommendations regarding budgetary needs for staffing, equipment and supplies.
- Is familiar with the spending plan positions and development process.

Duty 5

General Summary:

Percentage: 5

Participates as a Team Member of the Health Care Team.

Individual tasks related to the duty:

- Serves as acting AHSA when the AHSA is on annual leave or sick leave.
- Attends and holds meetings at the Regional and Central Office level.
- Collaborates with other Regional Directors.
- Promotes team building between nursing, and other health care and correctional professionals.
- Attends Regional Operations meetings to interact with Contractors and other individuals.
- Performs related duties as assigned.

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

Nursing practice decisions.

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

Decisions that have potential financial or legal significance.

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.

Walking, sitting, standing for prolonged periods of time. Carrying up to 30 pounds, climbing up and down two flights of stairs. Rides and/or drives in a motor vehicle for prolonged periods of time in excess of a normal work shift, as needed. Visits multiple correctional facilities where there is contact with multiple convicted felons. Is able to bend, stoop, and reach overhead and ground level to retrieve medical records in a facility clinic.

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>
	REGISTERED NURSE MANAGER-4 15		REGISTERED NURSE MANAGER-4 15
	REGISTERED NURSE MANAGER-4 15		

Additional Subordinates

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

- | | |
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| <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?

Directing and monitoring all nursing and ancillary services and practices in the correctional facilities as assigned. Also covers absences and vacations for other nursing directors within the MDOC.

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

N/A

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

Nursing services are the only health care service that is present in the correctional facility 24 hours a day. Nurses provide emergency care to prisoners immediately, and routine care as scheduled. Nurses provide crisis intervention for suicidal and mentally ill prisoners and assure that patients who require evaluation by medical specialist, see that medical specialist. Nurses make life and death decisions. The Director of Nursing oversees the nursing delivery system at multiple facilities.

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

EDUCATION:

Possession of a bachelor's degree in nursing.

EXPERIENCE:

