MICHIGAN CIVIL SERVICE COMMISSION

JOB SPECIFICATION

REGISTERED NURSE MANAGER

JOB DESCRIPTION

Employees in this job direct the delivery of professional nursing services through practical nurses, resident care aides, corrections medical aides, childcare workers, or lower level supervisors on a ward or unit. The employee works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of nursing programs, supervisory techniques, personnel policies, and procedures.

There are five classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title - Registered Nurse Manager-R

Registered Nurse Manager (Recruit) 12

This is the manager recruit level and serves as a parallel classification to the Registered Nurse Manager 12 for those who possess a Michigan registered nurse license in good standing. The work is performed in an on-the-job training capacity until the employee is eligible for reclassification to the Registered Nurse Manager 12, as a first-line administrative supervisor of a limited work area.

Position Code Title - Registered Nurse Manager-1

Registered Nurse Manager 12

The employee functions as a first-line administrative supervisor of a limited work area (second-level clinical direction) comprised of resident care staff; Practical Nurses, Resident Care Aides, Corrections Medical Aides, and/or Child Care Workers on a ward/unit.

Position Code Title - Registered Nurse Manager-2

Registered Nurse Manager 13

The employee functions as a first-line administrative supervisor of a standard work area (second-level clinical direction) directing the nursing activities of subordinate, licensed, professional, Registered Nurses or as a second-line administrative supervisor (third-level clinical direction) of a limited work area directing the activities of resident care staff.

Position Code Title - Registered Nurse Manager-3

Registered Nurse Manager 14

The employee functions as a first-line administrative supervisor of a complex work area (second-level clinical direction) coordinating and directing nursing activities of subordinate, licensed, professional, second-level, program specialist, Registered Nurses; as a second-line administrative supervisor of nursing activities of subordinate licensed professional registered nurses; or, as a third-line administrative supervisor of a limited work area (fourth-level clinical direction) coordinating and directing resident care staff.

Position Code Title - Registered Nurse Manager-4

Registered Nurse Manager 15

The employee functions as a second-line administrative supervisor of a complex work area coordinating and directing the work of subordinate, licensed, professional, Registered Nurses.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Develops, implements, and evaluates nursing programs, nursing care plans, and objectives for the work area.

Supervises and participates in the provision of general nursing care services.

Supervises admissions, conducts assessment of patients' needs, and initiates nursing care plans.

Evaluates and documents patient progress and prepares discharge summaries and transfer notes.

Oversees the development of community residential settings, including policies and procedures for client placement, and coordinates community nursing activities with social work staff to ensure continuity of care.

Conducts research and surveys pertaining to nursing and health education issues, and prepare reports.

Serves as liaison between staff and other areas within the facility, and as an advisor to other disciplines.

Assesses needs for personnel, supplies, equipment, and physical facilities for budget planning.

Participates in clinical conferences, workshops, seminars, and related forums.

Participates in agency or facility security procedures.

Performs on occasion any task assigned to subordinate staff, consistent with licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the recruit level, considerable knowledge is required at the 12 and 13 levels, thorough knowledge is required at the 14 level, and extensive knowledge is required at the 15 level.

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.
Ability to maintain favorable public relations.

Working Conditions

Jobs are located in a correctional facility, mental health facility, or veterans' hospital.

Physical Requirements

None

Education

Completion of a degree in nursing or nursing school educational program accepted for registered nurse licensure by the Michigan Board of Nursing.

Experience

Registered Nurse Manager 12

One year of experience equivalent to a Registered Nurse P11.

Registered Nurse Manager (Recruit) 12

No specific type or amount is required

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.

Registered Nurse Manager 14

Two years of experience equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12, or one year equivalent to a Registered Nurse 13 or a Registered Nurse Manager 13.

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.

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 P11; or, possession of a bachelor's degree in nursing may be substituted for six months of experience equivalent to a Registered Nurse P11.

Special Requirements, Licenses, and Certifications

Possession of a Michigan registered nurse license in good standing.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
REGNURMGR	REGISTERED NURSE MANAGER

Position Title	Position Code	Pay Schedule
Registered Nurse Manager-1	REGNMGR1	NERE-294
Registered Nurse Manager-2	REGNMGR2	NERE-295
Registered Nurse Manager-3	REGNMGR3	NERE-296
Registered Nurse Manager-4	REGNMGR4	NERE-297
Registered Nurse Manager-R	REGNMGRR	NERE-319

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