CS-214
Rev 11/2013

Position Code
REGNMGR2A20N

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)**
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**
Richard Harbaugh; Registered Nurse Manager-4 15	Woodland Center Correctional Facility (WCC)
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Karmen Bussell; Registered Nurse Director-3 17	9036 East M-36, Whitmore Lake, MI 48189 80 hours per pay period

14. General Summary of Function/Purpose of Position

This employee oversees the day to day operations of the correctional clinic supervising all nursing staff to include Registered Professional Nurses, providing direct patient care, and assuring that all patients receive appropriate health care. Oversees health care provided in facility general population/segregation units to include medical and mental health treatment.

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 general population/segregation units.

Individual tasks related to the duty.

- Makes assignments and schedules.
- Assumes responsibility for the day to day operation of the general population/segregation 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.
- Evaluates performance and competencies of nurses and other staff.
- Identifies and corrects employee performance problems.
- Identifies training needs.
- Develops and maintains constructive communications with other departments, regions, facilities, peers and officials.
- Participates in facility and clinic committees.
- 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.
- Performs other related duties as assigned.

Duty 2

General Summary of Duty 2 - % of Time 15%

Oversees and participates in nursing practice: Develops, implements, and evaluates the plan of care that prescribes intervention to attain the highest level of function. Develops expected outcomes, providing for continuity of care from the time of entry into the system, through transfers, release and referral to community services.

Individual tasks related to the duty.

- Diagnosis – recognizes significant abnormalities, has an understanding of appropriate diagnostic tests.
- Therapeutic – a) identifies, prescribes, and implements nursing interventions; b) determines the effectiveness of the plan of care; c) evaluates progress toward the attainment of outcomes, reassesses and modifies the plan of care as necessary to achieve health goals; d) administers medications and treatments; e) uses equipment and supplies effectively and efficiently.
- Education – a) develops an education plan and provides patient education; b) provides for discharge follow-up and referral.

Duty 3

General Summary of Duty 3 - % of Time 10%

Teamwork, team building and participation, interdisciplinary/collaborative responsibilities. Promotes the MPRI process 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.
- Communicates 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 team relationship with other health care team members.
- Participates in health care decision making and seeks participation from other staff.
- The Nursing Supervisor is an active member of the facility MPRI team.
- Attends MPRI meetings and case management, as scheduled.
- Works to identify offender health needs, and then collaboratively works with the prisoner, the MPRI facility 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.
- The Nursing Supervisor will actively promote this process to health care staff.

Duty 4

General Summary of Duty 4 - % of Time 10%

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.

Duty 5

General Summary of Duty 5 - % of Time 5%

Quality management and maintains a safe environment.

Individual tasks related to the duty.

Performance Improvement

- Participates in performance improvement including systematic review of records and treatment plans evaluating the quality and effectiveness of nursing practice.
- Maintains current knowledge by attending nursing education programs.
- Maintains RN licensure.
- Complies with MDOC policies, procedures, and applicable guidelines.
- Establishes and maintains appropriate standards of nursing practice.
- Demonstrates competency continuously.
- 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.
- Maintains universal and special precautions related to infectious disease control.
- Recognizes, monitors, reports and takes appropriate action regarding potential risks.

Duty 6

General Summary of Duty 6 - % of Time 5%

Evaluation of health problems.

Individual tasks related to the duty.

- Obtains relevant health and medical history, collecting data in a systematic ongoing process.
- Performs physical assessment.
- Analyzes assessment data.
- Conducts preventive screening procedures.
- Identifies health risks and needs.
- Updates and documents changes in health status.
- Formulates nursing diagnosis bases on assessment data.
- Performs triage including written health care requests and telephone triage.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE
	RN's		
	LPN's		

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

_X_ Complete and sign service ratings.
_X_ Provide formal written counseling.
_X_ Approve leave requests.
_X_ Approve time and attendance.
_X_ Orally reprimand.
_X_ Assign work.
_X_ Approve work.
_X_ Review work.
_X_ Provide guidance on work methods.
_X_ 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.