

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

REGISTERED NURSE DIRECTOR

JOB DESCRIPTION

Employees in this job function as an administrative supervisor and directors of nursing. Under general, administrative, or executive supervision, the employee works within general methods and procedures, and exercises independent judgment to select the proper course of action. The work requires knowledge of nursing administration policies, procedures, and regulations.

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

Position Code Title - Registered Nurse Director-1

Registered Nurse Director 15

The employee serves as the overall assistant director of nursing at a standard facility.

Position Code Title - Registered Nurse Director-2

Registered Nurse Director 16

The employee serves as the overall assistant director of nursing at a complex facility, or as the overall director of nursing at a standard facility.

Position Code Title - Registered Nurse Director-3

Registered Nurse Director 17

The employee serves as the overall director of nursing at a complex facility.

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 those of 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 at large, and as an advisor to other disciplines.

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

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

Participates in agency or facility security procedures.

Performs additional work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

**NOTE:** Thorough knowledge in the areas listed is required at the 15 level and extensive knowledge is required at the 16 and 17 levels.

Knowledge of general nursing principles and practices.

Knowledge of medication and treatments.

Knowledge of state and federal laws and legislative processes related to nursing programs.

Knowledge of current literature in the field of nursing and hospital administration.

Knowledge of policies, procedures, and standards used in nursing practices.

Knowledge of methods of planning, developing, and administering nursing programs.

Knowledge of supervisory and training techniques.

Knowledge of labor relations and equal employment opportunity policies and procedures.

Knowledge of the principles of administrative management, including organization, planning, staffing, training, and budgeting.

Ability to develop, direct, and evaluate a nursing administration.

Ability to coordinate the nursing program with other facility treatment programs.

Ability to remain calm during stressful situations.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

### Working Conditions

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

## Physical Requirements

None

## Education

Possession of a bachelor's degree in nursing.

## Experience

### Registered Nurse Director 15

Two years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14.

### Registered Nurse Director 16 - 17

Three years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14, or two years equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15.

## Alternate Education and Experience

### Registered Nurse Director 15

Possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14 may be substituted for the education and experience requirements.

### Registered Nurse Director 16 - 17

Possession of a master's degree in nursing and two years of experience equivalent to a Registered Nurse 14 or Registered Nurse Manager 14; or, possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse Manager 15 or Registered Nurse Director 15 may be substituted for the education and experience requirements.

## Special Requirements, Licenses, and Certifications

Positions in the Department of Community Health may require possession of a master's degree.

Michigan licensure as a registered nurse.

**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

REGNURDIR

### Job Code Description

REGISTERED NURSE DIRECTOR

### Position Title

Registered Nurse Director-1

Registered Nurse Director-2

Registered Nurse Director-3

### Position Code

REGNDIR1

REGNDIR2

REGNDIR3

### Pay Schedule

NERE-048

NERE-049

NERE-050

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12/04/2012