

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CLINICAL NURSE MANAGER

JOB DESCRIPTION

Employees in this job serve as supervisors of Clinical Nurse Specialists. The employee, under general or administrative supervision, works within general methods and procedures, exercising considerable independent judgement to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of a specific clinical nurse specialist program, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title – Clinical Nurse Manager-2

Clinical Nurse Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

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.

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

Directs and participates in assessment activities to determine individual patient and overall program needs.

Provides consultative services to the nursing staff working directly with clients in the nursing care areas.

Maintains current knowledge of nursing care practices.

Participates in research and teaching programs.

Serves as a resource person to community nurses, medical staff, and other related professional staff in the provision of patient treatment plans.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of general nursing principles and practices.

Thorough knowledge of specialized techniques of nursing.

Thorough knowledge of the natural sciences, i.e., anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology.

Thorough knowledge of laboratory medicine.

Thorough knowledge of developmental and behavioral psychology.

Thorough knowledge of patient assessment and evaluation methods.

Thorough knowledge of clinical medicine.

Thorough knowledge of individual and group clinical therapy techniques.

Thorough knowledge of patient rights.

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment practices.

Some knowledge of employee policies and procedures.

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Ability to instruct, direct, and evaluate employees.

Ability to coordinate nursing standards, techniques, and practices.

Ability to assess the physical and psychosocial condition of patients.

Ability to develop a therapeutic relationship with patients.

Ability to relate and interpret medical data.

Ability to identify normal and abnormal findings and initiate appropriate follow-up.

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

Ability to maintain favorable public relations.

Ability to communicate effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in nursing or in a clinical nursing specialty (pediatrics, psychiatry, or medical/surgical).

Experience

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Three years of professional, post-master's degree clinical nursing experience, including two years equivalent to a Clinical Nurse Specialist P11.

Special Requirements, Licenses, and Certifications

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.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CLNNRSMGR

Job Code Description

Clinical Nurse Manager

Position Title

Clinical Nurse Manager-2

Position Code

CLNRMGR2

Pay Schedule

NERE-027

ECP Group 3
Revised 6/1/06
TeamLeaders