

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

PRACTICAL NURSE SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise Resident Care Aides and Practical Nurses-Licensed. The employees perform a full range of standard resident care practical nurse assignments using the laws, regulations, rules, policies, and procedures of the practical nurse service. General methods and procedures are available, but may not be fully applicable to directing human and material resources; therefore, the employee must exercise considerable independent judgment in adapting and applying these methods and procedures to specific situations. The work requires knowledge of supervisory techniques, personnel policies, and procedures.

There are two classifications in this job.

Position Code Title - Practical Nurse Supervisor-1

Practical Nurse Supervisor 11

The employee serves as a first-line supervisor of Resident Care Aides.

Position Code Title - Practical Nurse Supervisor-2

Practical Nurse Supervisor 12

The employee serves as a second-line supervisor through first-line supervision for Practical Nurses-Licensed in an assigned work area.

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.

Directs and maintains the organization and management of specific patient care area and the integrity of patient care standards.

Maintains observations on patient responses to care and treatment program.

Upholds the high standards of resident care by monitoring and ensuring the conditions of health, comfort, safety, and well-being of patients and, providing and maintaining a clean and attractive resident care area.

Monitors and ensures that treatment is carried out in accordance with developed and established programs.

Maintains records, reports, and accounts of patient behaviors, symptoms, reactions, and changes in mental, physical, or social conditions.

Provides assistance in the development and implementation of a care plan for each patient.

Carries out medical orders and performs nursing procedures as prescribed by the physician.

Provides assistance in determining and implementing operational objectives and procedures; recommends changes in existing objectives and procedures when necessary, and assists in their implementation.

Evaluates with staff the effects of interpersonal relationships and environments.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 11 level and thorough knowledge is required at the 12 level.

Knowledge of licensed practical nursing techniques and methods.

Knowledge of implementing standard resident care program objectives.

Knowledge of medications and treatments used in the care of patients.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Ability to get along well with patients and others.

Ability to instruct, direct, and evaluate employees.

Ability to gather data for clinical and program staff decisions.

Ability to observe and evaluate conditions, reactions, and changes in the physical and mental conditions of patients.

Ability to maintain appropriate attitude and conduct necessary to the welfare of patients.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Knowledge of mental or behavioral characteristics of residents, students, members, others.

Knowledge of facility and departmental rules and regulations governing a standard resident care program.

Working Conditions

Some jobs require an employee to be assigned to work on any day of the week and on any shift.

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

Physical Requirements

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

Education

Possession of a certificate from a practical nursing education program accepted for licensure by the Michigan Board of Nursing.

Experience

Practical Nurse Supervisor 11

Two years of experience equivalent to a Practical Nurse-Licensed E9 or one year equivalent to a Practical Nurse-Licensed 10.

Practical Nurse Supervisor 12

Three years of experience equivalent to a Practical Nurse-Licensed E9, two years equivalent to a Practical Nurse-Licensed 10, or one year equivalent to a Practical Nurse Supervisor 11.

Special Requirements, Licenses, and Certifications

Michigan licensure as a Practical 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

PRACNRSPV

Job Code Description

PRACTICAL NURSE SUPERVISOR

Position Title

Practical Nurse Supervisor-1

Practical Nurse Supervisor-2

Position Code

PRNRSPV1

PRNRSPV2

Pay Schedule

NERE-021

NERE-022

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07/19/2015