

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**REGISTERED NURSE MANAGER NON-CAREER**

**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. This is a non-career classification and employment may last up to 1,040 hours per calendar year. This classification is intended for intermittent use when a career registered nurse manager employee is unavailable.

**Position Code Title - Rn Manager Non-Career**

**Registered Nurse Manager Non-Career N**

In the absence of a career registered nurse manager, the employee functions as a registered nurse manager performing assignments in a fully functioning capacity. 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.

**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**

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**

Possession of a diploma or associate's degree in nursing.

### **Experience**

Registered Nurse Manager Non-Career

One year of experience equivalent to a Registered Nurse P11.

### **Alternate Education and Experience**

#### **Registered Nurse Manager Non-Career**

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**

REGNMGRNC

#### **Job Code Description**

REGISTERED NURSE MANAGER NON-CAREER

#### **Position Title**

Rn Manager Non-Career

#### **Position Code**

REGNMGNC

#### **Pay Schedule**

NERE-137P

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04/08/2018