

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

REGISTERED NURSE NON-CAREER

JOB DESCRIPTION

Employees in this job provide professional nursing care services to patients in state facilities or clients of state health care programs. 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 employee is unavailable.

There is one classification in this job.

Position Code Title - Registered Nurse Non-Career

Registered Nurse Non-Career

In the absence of a career registered nurse, the employee functions as a registered nurse performing nursing assignments in a fully functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

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.

Provides general nursing care services within the legal scope of nursing practice and standards developed by the profession, Nurse Practice Act, and regulatory agencies.

Uses professional nursing processes, including assessment, analysis, planning, implementation, and evaluation, while carrying out nursing responsibilities.

Assesses health care needs of patients through a variety of routine interdisciplinary assessments, and develops, implements, and evaluates individualized nursing and health care plans accordingly.

Responds to emergency health care needs of patients.

Performs health screenings of patients or clients.

Collects and records data specific to the health status of patients or clients.

Promotes and maintains a safe and therapeutic environment for patients or clients.

REGISTERED NURSE NON-CAREER

PAGE NO. 2

Administers medications and treatments as prescribed by medical practitioners.

Instructs patients in treatment methods prescribed by medical practitioners or interdisciplinary treatment teams.

Inventories and orders medications and other medical supplies.

Monitors and clinically directs nursing support personnel in the performance of delegated nursing activities.

Participates in interdisciplinary planning meetings and recommends changes in nursing and health care programs, and/or in the care of patients.

Maintains knowledge of current nursing and health care technology and practices.

Encourages patient and client participation in therapeutic activities.

Provides health care instruction and education to individuals and others relating to the promotion of health and prevention or management of illness, disease, injury, or disability.

Provides assistance to medical practitioners in performing general physical examinations and making ward rounds.

Draws blood, obtains and prepares laboratory specimens.

Provides on-going health care instruction for staff.

Participates in agency/facility security procedures.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of general nursing principles and practices.

Considerable knowledge of scientific principles and specialized techniques used in the practice of nursing.

Considerable knowledge of current nursing technology and methods.

Skill in the application of nursing techniques.

Ability to assess the effectiveness of nursing care, and to recommend changes to nursing care programs or methods.

Ability to carry out detailed instructions.

Ability to administer medications and implement treatment plans.

Ability to instruct others on promotion of health and prevention of disease.

Ability to provide nursing and health care direction to nursing support personnel.

Ability to maintain composure under stressful situations.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Employees in this job are non-career and employment may last up to 1,040 hours in a calendar year.

Exposure to illness and disease may also be inherent in the work.

Most positions are located in a mental health or correctional facility; therefore the work may involve the treatment of non-cooperative patients, clients with psychosocial problems and needs, or chronic and acute health problems.

Work schedule may be irregular, on any day of the week and on any shift.

Physical Requirements

The job duties require the employee to handle the physical demands of the work, including performing CPR, lifting at least 30 pounds, walking up and down stairs, positioning patients, walking long distances, standing for prolonged periods, and using restraints and aggressive behavior management practices. Employee must be able to work longer than eight hours in a day, if required.

Education

Possession of a diploma, associate's, bachelor's, or master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

Experience

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

Possession of a Michigan license in good standing as a registered nurse.

REGISTERED NURSE NON-CAREER

PAGE NO. 4

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

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
REGNURSNC

Job Code Description
Registered Nurse Non-Career

Position Title
Registered Nurse Non-Career

Position Code
REGNURNC

Pay Schedule
W22-001P

ECP Group 2
Revised 2/11/09
SC