

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**REGISTERED NURSE**

**JOB DESCRIPTION**

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

There are four classifications in this job.

**Position Code Title - Registered Nurse-E**

Registered Nurse P11

This is the experienced level. The employee performs a full range of nursing assignments in a full 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.

**Position Code Title - Registered Nurse-1**

Registered Nurse 12

This is the first advanced level. The employee may function as a senior worker, or as an emergency/clinic nursing services specialist. At this level, employees are responsible for regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**Position Code Title - Registered Nurse-2**

Registered Nurse 13

This is the second advanced level. At this level, the employee is responsible for the performance of work identified by Civil Service as being specialized in nature. The employee serves in one of the following capacities: an advisor to a non-medical administrator; the sole infection control nurse at a facility; a nursing/health education developer; a community placement nurse; or the sole quality assurance nurse at a facility.

**Position Code Title - Registered Nurse-3**

Registered Nurse 14

This is the third advanced level. At this level, an employee serves as a nurse anesthetist with responsibility for providing comprehensive clinical anesthesia care or as a nurse practitioner with responsibility for providing comprehensive primary care.

**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 interdisciplined 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.

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.

### **Additional Job Duties**

#### **Registered Nurse 12**

(Emergency/Clinic Nurse):

Provides emergency/clinic nursing services for residents and employees and provides referrals for medical services as necessary.

Assists with the operation of daily or specialty clinics through coordination of consultant medical practitioners' schedules, resident scheduling, and follow-up communication with other staff.

Accompanies residents/patients/employees and facilitates health services rendered by community health agencies.

#### **Registered Nurse 12 (Senior Worker)**

Performs on a regular basis professional nursing assignments which have been recognized by Civil Service as more complex than those assigned at the experienced level.

#### **Registered Nurse 13**

(Advisor to a Non-Medical Administrator):

Serves as the program nurse in a non-medical oriented setting reporting to a non-medical administrator.  
Clinically directs resident care staff in the performance of selected health care functions.  
Serves as a resource person to nursing, and other health care personnel regarding client health issues.  
Serves as a para-medical information resource nurse in a disability determination area.  
Provides nursing technical assistance to clients, parents, guardians, and significant others.

(Infection Control Nurse):

As the sole infection control nurse at a facility:

Initiates investigations of infections upon request and/or with assistance of nursing or medical personnel.

Collects data from patients' records and reports incidents of infections, which will be used by the medical staff for epidemiological analysis.

Develops and directs on-going infection control surveillance activities.

Develops a centralized reporting system for data to be systematically collected and reported to the Infection Control Nurse, and maintains records of the infection control program.

Develops, implements, and assesses infection control policies and procedures.

Develops and presents infection control educational programs for nursing and non-nursing personnel.

Reviews, evaluates and approves techniques employed in the clinics and in treatment of patients with infections and communicable diseases.

Practices the nursing process of case finding, assessment and interpretation of practices as they relate to infectious disease and infection control, with particular attention to reduction and prevention of nosocomial infections.

(Nursing/Health Education Developer):

Plans, develops and implements an on-going, in-service, education program for nursing.

Conducts training sessions, workshops, conferences, and seminars to broaden and enhance the participants' knowledge and skill in providing nursing care.

Tests trainees to measure learning progress and to evaluate the effectiveness of training presentations.

Plans, evaluates and implements orientation manuals and training materials to be utilized by new nursing employees, including scheduled times for teaching classes.

Reviews and provides current literature on concepts of nursing care.

Reviews and evaluates new instructional material and equipment.

Determines whether training programs meet acceptable standards as prescribed by law, federal guidelines, and practice standards.

Serves as an advisor to inter- and intra-departmental disciplines.

(Community Placement Nurse):

Participates in the evaluation of community based clients being referred for agency services.

Provides professional health care screening of identified clients.

Assists with development of community residential settings and provides for appropriate placement of clients in those settings.

Provides professional nursing component in the placement process to assure appropriate community/residential placement.

Serves as health care resource person to the social work staff for home development, placement, and client management services.

Facilitates exchange of information and planning between providers to enhance appropriateness and continuity of care for clients placed in or transferred between community residences.

Serves as placement liaison for other health care professionals.

Participates in monitoring and evaluating of clients on convalescent status.

May identify need for and participate in establishing policies and procedures.

(Quality Assurance Nurse):

As the sole quality assurance nurse at a facility:

Plans, implements, evaluates, and monitors quality assurance programs for a facility/agency.

Uses established methods, procedures and format in developing quality assurance program to meet needs of the facility/agency.

Serves as a resource person for nursing and other disciplines specific to quality assurance program.

Participates in planning, preparation and evaluation of quality assurance seminars, workshops and in-service programs.

Collaborates in formulating, implementing and evaluating quality assurance policies and procedures.

Registered Nurse 14

(Nurse Anesthetist):

Provides comprehensive clinical anesthesia care consistent with the policies, rules, and regulations of the practice setting during the perioperative period including: preanesthesia evaluation, selection and/or administration of preoperative medication, selection and administration of all types of anesthesia, management of intraoperative care, and evaluation and management of postanesthesia care.

Functions as a member of the cardiopulmonary resuscitation team.

Collects data specific to the health status of the patient/resident/prisoner systematically and continuously.

(Nurse Practitioner):

Prescribes medications and treatments as delegated by medical practitioners.

Provides comprehensive primary care consistent with policies and rules and regulations for practice in state facilities.

Initiates appropriate assessment of client's health status ranging from focus to comprehensive depending upon setting.

Obtains client's health history during interview of client and review of pertinent health records.

Performs physical examinations.

Consults with colleagues and other health professionals as appropriate.

Orders pertinent diagnostic tests and procedures.

Performs intervention and treatment within the scope of advanced nursing practice.

Performs delegated medical procedures as directed.

Interprets health information and establishes diagnosis consistent with accumulated data.

Formulates treatment plan and ensures timely provisions for necessary health services.

Orders necessary medications and other therapeutic equipment and supplies within the scope of practice.

Educates and informs client regarding the nature of illness and progress of evaluation/treatment.

Educates client regarding health promotion and disease prevention.

Analyzes accumulated health information and collects additional observational interview information through physical examination and diagnostic data modifying treatment as appropriate.

Participates in various committees to improve the quality of health care.

Participates in the collection and preparation of reports on patient care activities.

Participates in research projects and preparation of articles for publication.

Conducts audits related to advanced health care practice techniques and participates in quality assurance programs.

Maintains current knowledge in field of practice and informs staff of changes.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second and third advanced levels.

Knowledge of general nursing principles and practices.

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

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.

## **Additional Knowledge, Skills, and Abilities**

### **Registered Nurse 12 - 14**

(Emergency/Clinic Nurse):

Knowledge of the operational and technical problems involved in the administration of a specialized nursing program.

Knowledge of the assigned nursing specialty.

## **Working Conditions**

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.

Some jobs require an employee to be exposed to disease and illness.

## **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**

Registered Nurse P11-13:

Completion of a degree in nursing or nursing school educational program accepted for registered nurse licensure by the Michigan Board of Nursing.

Registered Nurse 14:

Completion of a degree in nursing or nursing school educational program accepted for a nurse anesthetist or nurse practitioner specialty certification by the Michigan Board of Nursing.

## **Experience**

### **Registered Nurse P11**

No specific type or amount is required.

### **Registered Nurse 12**

One year of experience equivalent to a Registered Nurse P11.

### **Registered Nurse 13**

Two years of experience equivalent to a Registered Nurse P11, or one year equivalent to a Registered Nurse 12.

### **Registered Nurse 14**

(Nurse Anesthetist): Three years of specialized, technical experience as a registered nurse anesthetist.

(Nurse Practitioner): Three years of specialized, technical experience as a registered nurse practitioner.

## **Alternate Education and Experience**

### **Registered Nurse 12**

Possession of a master's degree in nursing or possession of a bachelor's degree in nursing and six months of experience equivalent to a Registered Nurse P11 may be substituted for the experience requirement.

### **Registered Nurse 13**

Possession of a master's degree in nursing and one year of experience equivalent to a Registered Nurse 12; or, possession of a bachelor's degree in nursing and eighteen months of experience equivalent to a Registered Nurse P11; or, possession of a bachelor's degree in nursing and one year of experience equivalent to a Registered Nurse 12 may be substituted for the experience requirement.

## **Special Requirements, Licenses, and Certifications**

Registered Nurse P11-14:

Possession of a Michigan registered nurse license in good standing.

Registered Nurse 14 (Nurse Anesthetist):

Certification as a registered nurse anesthetist.

Registered Nurse 14 (Nurse Practitioner):

Certification as a Nurse Practitioner.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**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**

REGNURSE

### **Job Code Description**

REGISTERED NURSE

### **Position Title**

Registered Nurse-1

Registered Nurse-2

Registered Nurse-E

Registered Nurse-1

Registered Nurse-2

Registered Nurse-3

### **Position Code**

REGNURS1

REGNURS2

REGNURSE

REGNURS1

REGNURS2

REGNURS3

### **Pay Schedule**

NERE-192

NERE-193

W22-021

W22-022

W22-023

W22-038

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