Plan, develop, and implement on-going in-service education programs for Nursing the Department. Provide training of core curriculum for 500+employees and orientation to new hires. Instruction includes in classroom and the patient unit with staff. Test trainees to measure learning progress both clinically and through written testing to measure learning progress and to evaluate the effectiveness of training presentations. Develop orientation, annual review of selected topics for CFP. Devise needs assessments, as required. Provide current literature on concepts of nursing care. Determines whether training programs meet acceptable standards as prescribed by law, federal guidelines and practice standards. Serves as an advisor to other disciplines on healthcare educational development. Complies with special assignments and relief assignments as designated by the Utilization Review Nurse, the Director of Nursing, the Assistant Director of Nursing, the Training Committee, and Executive Committee. Conducts training sessions, workshops, conferences and seminars and instruction on a variety of work-related subjects for CFP employees, students, and volunteers. Develop lesson plans; instruct using a variety of teaching tools, and media. Acts as Nurse Preceptor on assigned shift assisting in Peer Review and Competency process of unit nursing staff. Precepts nursing staff involved in psycho educational patient-centered groups. Assist in writing/reviewing department training procedures, scheduling training sessions. Hospital wide trainer for Avatar (new electronic medical record system).
<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 50</th>
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<tbody>
<tr>
<td>Conduct in-service training for all of the Forensic Center, direct care and indirect care staff.</td>
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**Individual tasks related to the duty:**

- Assess current educational need for direct and indirect hospital accredited staff considering Joint Commission, CDC, CMS, National Patient Safety Goals, OSHA and MIOSHA requirements.
- Recommends improvements in staff development and training programs, methods and materials.
- Prepare schedules, lesson plans, evaluation tools for In-service training for new staff and annual hospital-wide instructional programs. Topics include CPR, CPI, First Aid, body mechanics, abuse-neglect, discrimination guidelines for staff working in a secure hospital setting.
- Avatar electronic medical records training for healthcare staff.
- Recommends materials for training handbooks, demonstration models, multi-media visual aids, reference works, etc.
- Participate in the selection and in the contacting specialized instructions vendor as needed.
- Precepts other nursing staff active in peer review activities including medication process and Nursing Department competencies on all shifts.
- Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations.
- Assists in student nurse rotation through Center, Education re: CFP.
- Coordinates/provides student nurse tour of a secure psychiatric hospital.
- Completes training documentation necessary to ensure complete employee training records.

<table>
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<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 25</th>
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<tbody>
<tr>
<td>Plan, develop and implement an on-going in-service education program for Nursing Department.</td>
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</table>
Provide training to FSA’s regarding psychiatric diagnosis and related care.

Assess the needs for in-service education for direct care staff and Center staff.

Develop tests to measure learning progress and to evaluate effectiveness of the training process.

Evaluate new materials and products for use in in-service training.

Develop and implement train-the-trainers in-services for staff to present on the off-shifts.

Maintains needed supplies for training department

Duty 3

General Summary:

Maintain current license and/or certifications required to instruct necessary classes.

Percentage: 10

Individual tasks related to the duty:

Maintain certification as an instructor in CPR & First Aid as required (i.e. ARC or AHA).

Maintain certification as an American Heart Association BLS Instructor certification and CPI instructor certification.

Working knowledge of policies and procedures of DCH, at the Forensic Center and Nursing Department.

Knowledge of psychotropic medications and their side effects.

Knowledge of mental illness and diagnosis as listed in DSM IV.

Knowledge of JC, OSHA, and MIOSHA Standards, CMS, CDC, National Patient Safety Goals.

Knowledge of psychiatric nursing standards.

Knowledge and understanding psycho educational group models.

Computer and keyboard knowledge including Internet searches, electronic mail, word processing and Power Point skills used.

Performs CLIA waived testing per CFP policies and procedures.
Comply with assignments given by the Utilization Review Nurse; the Director of Nursing, Training Committee; and Executive Staff.

Individual tasks related to the duty:

Provides unit nurse relief as assigned.

Serve on assigned committee and workgroups

Attend scheduled nurses meetings.

Attend special seminars and educational programs when requested.

Maintain current knowledge of literature related to job duties.

Participate in center-wide and departmental PI activities as assigned.

Assist in writing/reviewing Nursing procedures, competency tools.

When on patient unit, evaluates direct care staff training needs through feedback from patients, staff, and peer review auditing.

Provides unit nurse relief as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decide the method of presentation for classes, the evaluation tool to be used and evaluated the effectiveness of such. The instructor uses independent judgment making decisions requiring application of established methods and procedures to specific situations. This staff is in a position to evaluate the orientee while precepting them in the new job and forward evaluations to staff supervisor with recommendations, if any. All employees at the Forensic Center are affected by this process.

17. Describe the types of decisions that require the supervisor’s review.

Nursing decisions that fall outside of established procedures and policies as they related to in-service training.

Evaluation of students should they fail.

Any disciplinary action that should be taken.
18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical activities of the job are standing, sitting, 60% of time must be able to lift up to 25 pounds, walking and climbing stairs 30% of the time, 10% of time sitting at desk doing required work. May encounter exposure to hazardous conditions, including biohazardous waste, hazardous chemicals, and possible needle exposure injuries, during times that instructor is on treatment units with maximum security patients. May be exposed to verbal and physical aggression from unpredictable mentally ill patients. Must be able to work at least 80 hours every two weeks and mandatory overtime. Must be able to perform CPR, First Aid, intervention, body mechanics and stress management.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- N Complete and sign service ratings.
- N Assign work.
- N Provide formal written counseling.
- N Approve work.
- N Approve leave requests.
- N Review work.
- N Approve time and attendance.
- N Provide guidance on work methods.
- N Orally reprimand.
- N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Provide mandatory in-service orientation and ongoing education to all Forensic Center employees, students and volunteers.

Provide all required in-service to the Nursing and hospital-wide departments including unit staff who must be knowledgeable in Security procedures as well as nursing care duties. In-service will be provided on all three shifts for 42/7 staff as needed.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

The scope of the duties have increased in accordance with the amount of mandatory in-service training required for Forensic Center employees since CMS certification as well as JC Accreditation. Continued increase in required training provided to all staff. The additional training requirements for the Nursing Department have been increased along with other clinical and non-clinical areas. Additional in-service training is required for Avatar/computer skills. This is one of two positions to direct the training for the entire hospital of 500+ staff.

25. What is the function of the work area and how does this position fit into that function?

The Center for Forensic Psychiatry is a high risk specialty in the Department of Community Health. The patients are mentally ill criminal offenders who can be dangerous to themselves and others. They are pending psychiatric examinations and their behavior is unpredictable. This position would have direct contact with the above mentioned patients when clinical supervision is done. The position provides mandatory in-service to all employees who work at the Forensic Center.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.
EDUCATION:
Registered Nurse P11-13:
Possession of a diploma, associate's, bachelor's, or master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

Registered Nurse 14:
Possession of a master's degree in nursing accepted for licensure by the Michigan Board of Nursing.

EXPERIENCE:
Registered Nurse 12
One year of experience equivalent to a Registered Nurse P11.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of learning and motivation techniques.
Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the workplace.
Knowledge of CFP’s organization, work flow, staffing, forms and procedures.
Ability to develop and implement an ongoing in-service education program for Nursing.
Able to present material effectively in the classroom setting.
Able to review and evaluate new instructional material and equipment.
Able to determine whether training programs meet required standards.
Ability to operate specialized equipment including film, DVD, VCR, digital projectors and related equipment.
Ability to communicate effectively.
Ability to maintain favorable public relations.
Ability to use computer, access programs, utilize Internet as a resource for information and design materials for presentations.
Previous training experience with multi-disciplinary groups.

CERTIFICATES, LICENSES, REGISTRATIONS:
Michigan License as a Registered Nurse.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.
TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

No exceptions

I certify that the entries on these pages are accurate and complete.

ROBBIN COOPER 1/28/2016
Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee Date