

POSITION DESCRIPTION**NURSING COORDINATOR - RN**

Town Creek Assisted Living Facility
Center for Rural Services
Region Ten Community Services Board

CLASSIFICATION TITLE: RN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Nurse in Region Ten Community Services at the Town Creek Assisted Living Facility. In this capacity he/she has responsibility for providing delivery and administration of medications and for providing consultation to other clinical staff regarding consumer health care issues.

The incumbent reports to the Director III and performs duties by proceeding alone under standard practices and referring questionable situations to the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten and Town Creek policies, Virginia Board of Nursing, Virginia Board of Pharmacy and Community Resource Pharmacy (CRP) policies.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Responsible for charge and triage functions on assigned shift.
2. *Provides basic medical assessment to consumers including monitoring vital signs as needed.
3. *Provides daily supervision and oversight to all medication aides and direct care staff regarding all aspects of their job duties.
4. *Conducts regular audits of medications carts, reviews of record keeping and all medication administration procedures to ensure compliance with DSS standards.
5. *Consults with Administrator to provide input for ongoing policy revision and development.
6. *Provide staff trainings as needed for licensure compliance.
7. *Provide ongoing assessment of participants' physical symptoms. Communicates changes to the treatment team and assures changes are incorporated into the ISP.
8. *Provides consultation to other staff regarding consumer medications and consumer health care issues.
9. *Provides medication, health and wellness education to consumers.
10. *Responsible for the storage, handling and administration of IM, oral and over the counter medications.
11. *Works directly with local pharmacies to implement prescriber orders.
12. *Practice good venipuncture techniques.
13. *Complete or coordinate ordered lab work.
14. *Check consumer medications for accuracy of label and ensure sufficient quantity. Notify charge nurse of any medications that need to be ordered.
15. *Maintains complete and current clinical records and service provider data, including documenting and/or scanning physician orders and all contacts with consumers.
16. *Monitors consumers for potential medication side effects; reports observations to prescriber and documents report within clinical record.
17. *Reviews laboratory results and reports variances to prescribers and/or charge nurse.
18. *Compare MAR with prescriber orders for accuracy each shift.
19. *Clean med room daily, and replenish supplies.
20. Assist with admissions as it relates to medical needs and care.
21. Assist discharge planner to ensure consumers are discharged with adequate supplies of medications and resources to obtain continued supply.
22. Reads all agency communications and remains up to date on policies and protocols.
23. Performs other duties as assigned.
24. Hours are variable.

QUALIFICATIONS:

The incumbent in this position must be a graduate of an accredited program and be licensed RN) to practice in the Commonwealth of Virginia. In order to ensure the safe and efficient fulfillment of any travel on behalf of the Board, a valid Virginia driver's license plus an acceptable driving record as issued by the Division of Motor Vehicles are required. For use of a personal car to conduct business, a certificate of valid personal automobile insurance must be provided. The incumbent must possess the following knowledge, skills and abilities:

Knowledge of: substance abuse and serious mental illness, psychopharmacology and medication side effects, phlebotomy, medical issues related to substance abuse and mental illness; family individual and group techniques; crisis intervention; biological sciences and disease processes; substance abuse symptomatology.

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Skills in: assessing needs of individuals with substance abuse diagnosis as well as those with serious mentally illnesses; planning appropriate intervention; delivering and administering medications; completing venipuncture; providing consultation; maintaining clinical records; communication with a wide range of people; crisis intervention; multiple therapeutic techniques; personal computers and keyboard usage.

Abilities to: teach clients/families about substance abuse and mental illness and medications; deliver and administer medications; complete venipuncture safely; communicate effectively with all staff, clients, and other agencies; complete paperwork and required documentation; work cooperatively as a team member with other care providers; receive work direction from RN's and clinic Services Director.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Town Creek Assisted Living Facility
393 Front Street
Lovingson, VA 22938

POSITION ORGANIZATIONAL CHART: Director III
|
RN

GRADE: 12

Position Description Update: June 8, 2020

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date