

**POSITION DESCRIPTION****RN**

Wellness Recovery Center  
Center for Emergency and Short Term Stabilization Services  
Region Ten Community Services Board

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JOB TITLE: RN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as the RN in Region Ten Community Services at the Wellness Recovery Center. In this capacity he/she has responsibility for assuring acceptable nursing practices among the nursing staff at Wellness. In addition, the incumbent will monitor the physical health and safety of persons enrolled in the Center, providing delivery and administration of medications as well as monitoring the para-professional staff trained in medication administration, communicating to other health care practitioners regarding clients' health status and providing consultation to other Center staff regarding health care issues.

The incumbent reports to the Director of the Wellness Recovery Center 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 standards and established Region Ten policies.

The RN is part of the Wellness Recovery Center Medical Group, which is responsible for overseeing the day-to-day biological/medical needs of the consumers.

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

MAJOR DUTIES:

1. \*Responsible for charge and triage functions on assigned shift, to include reviewing referrals, pre-screens, assessments, and medical information and follows admission criteria and protocol to make appropriate admission decisions.
2. \*Responsible for the storage, handling, and administration of IM, oral, and over the counter medications.
3. \*Responsible for the ordering, tracking and inventory of IM, oral, and over the counter medications.
4. \*Works directly with local pharmacies to implement prescriber orders.
5. \*Coordinates with medical provider (psychiatrist, psych NP, etc) to ensure consumers' medical and psychiatric needs are addressed in a timely matter.
6. \*Practice good venipuncture techniques.
7. \*Complete or coordinate ordered lab work.
8. \*Respond quickly and appropriately to medical emergencies within scope of practice
9. \*Respond to behavioral issues on milieu as needed.
10. \*Overnight nurse only: records documentation review to include accuracy of med error reporting, consumer medication inventory, and codex forms
11. \*Answers phones and provides accurate information to callers and/or transfers to appropriate individuals or departments
12. \*Check consumer medications for accuracy of label and ensure sufficient quantity, and arrange ordering of medications as needed.
13. \*Maintains complete and current clinical records and service provider data (Credible), including documenting and/or scanning physician orders and all contacts with consumers.
14. \*Monitors consumers for potential medication side effects; reports observations to prescriber and documents report within clinical record.
15. \*Provide ongoing assessment of participants' physical symptoms. Communicates changes to the treatment team and assures changes are incorporated into the ISP.
16. \*Reviews laboratory results and reports variances to prescribers and/or charge nurse.
17. \*Compare MAR with prescriber orders for accuracy each shift.
18. \*Clean med room daily, and replenish supplies as needed
19. \*Provides medication, health, and wellness education to consumers including tobacco use cessation options
20. \*Assists with referral to other medical facilities.
21. \*Gives consultation to other clinical staff regarding health care issues and communicates aftercare policy changes.
22. \*Assists with training of new staff as directed by program director.
23. \*Oversees community service associates in matters of medication administration and vitals-taking and provides on-the-spot corrections and training in best practices.
24. \*Creates plans of care for chronic or acute medical needs (i.e. diabetes, insomnia, severe allergies, etc)
25. \*Assist with admissions as it relates to medical needs and care, to include nursing assessment
26. \*Assist clinical staff in ensuring that consumers are discharged with adequate supplies of medications and resources to obtain continued supply

- 27. Reads all agency communications and remains up to date on policies and protocols.
- 28. Other duties as assigned.
- 29. Hours are variable.

QUALIFICATIONS:

The incumbent in this position must be a graduate of an accredited program and be registered (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: psychopharmacology, substance abuse and serious mental illness; blood-drawing techniques; medical issues related to substance abuse; family, biological sciences and disease processes; substance abuse symptomatology; medications - side effects.

Skills in: assessing nursing needs of individuals with substance abuse diagnosis as well as those with serious mental illnesses; planning appropriate intervention; dispensing medications including IM injections and drawing blood; providing consultation; record keeping; communication with a wide range of people.

Abilities to: establish positive care-giving relationships with seriously mentally ill individuals; inform clients about medications and health care issues; dispense medications and draw blood safely; provide consultation; communicate effectively; complete paperwork; work cooperatively.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Wellness Recovery Center  
Charlottesville, VA 22903

POSITION ORGANIZATIONAL CHART: Director III / Program Manager II  
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RN

SALARY: Grade 11

SCHEDULE: 40 hours weekly; various shifts, including weekends (full-time)  
or varying part-time or hourly shifts

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.

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Signature

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Name Printed

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Date