

**POSITION DESCRIPTION****MENTAL HEALTH LPN**

Wellness Recovery Center  
Center for Emergency and Case Management  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Mental Health LPN

**GENERAL STATEMENT OF RESPONSIBILITIES:**

This is a FLSA non-exempt position. The incumbent serves as a Mental Health Nurse in Region Ten Community Services at Wellness Recovery Center. 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 Program Manager II 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 policies, Virginia Board of Nursing, Virginia Board of Pharmacy and Community Resource Pharmacy (CRP) policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (\*) under "Major duties."  
Duties with two stars (\*\*) are only applicable when there is no overnight nurse scheduled.

**MAJOR DUTIES:**

1. \*Assumes charge and triage functions on the day and evening shift, as well as shared responsibility for the medication program including timely and accurate delivery of medications, administration of IM medications, ordering and tracking of medications; working directly with the CRP and local pharmacies to implement physician's orders.
2. \*Practice good venipuncture techniques. Complete blood draws for medication levels as ordered.
3. \*Provides consultation to other clinical staff regarding acquisition of consumer medications and consumer health care issues.
4. \*Maintains complete and current clinical records and service provider data (Credible) , including physician orders and all contacts with residents.
5. \*\*Review MAR each evening as needed and compare with physicians orders in Credible for accuracy.
6. Check PRN meds periodically for expiration. Complete paperwork to discard meds and complete when two nurses are present.
7. Complete inventory sheet for PRN meds once a month.
8. \*\*Check medications for current consumers for accuracy of label and to ensure sufficient quantity. Notify day charge nurse of any medications that need ordered.
9. \*\*Check MAR for errors and complete medication error forms.
10. \*\*Clean med room periodically, replenish supplies.
11. Orient and support tech staff in required duties as needed.
12. Provide counseling and support to consumers and provide oversight on overnight shift for appropriate clinical and medical consumer care.
13. Review team folder periodically and stay current on updated procedures.
14. Review contents of nurse's office, cabinets, closets throughout WRC facility to be familiar with supplies and location.
15. \*\*Scan physician orders.
16. Receive verbal orders from physicians, enter in Credible and MAR; Enter medications under orders tab.
17. Assist with admissions.
18. Process pharmacy receipts.
19. Update state bed register each morning and through the day and evening as needed.
20. Assist in supervising visiting hours.

**QUALIFICATIONS:**

The incumbent in this position must be a graduate of an accredited program and be licensed (LPN) 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: serious mental illness, psychopharmacology and medication side effects, phlebotomy, medical issues related to mental illness; family individual and group techniques; crisis intervention; biological sciences and disease processes; substance abuse symptomatology.

Skills in: assessing needs of the seriously mentally ill; 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.

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Abilities to: teach clients/families about mental illness and psychotropic 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: Wellness Recovery Center  
504 Old Lynchburg Road  
Charlottesville, VA 22903

POSITION ORGANIZATIONAL CHART: Program Manager II  
|  
Mental Health LPN

GRADE: 7

Position Description Update: April 21, 2017

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