

**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 HIPPA access level for this position is Level Two

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

MAJOR DUTIES:

1. \*Serves as the lead nurse in all medical service activities.
2. \*Responsible for charge and triage functions on assigned shift.
3. \*Responsible for the storage, handling and administration of IM, oral and over the counter medications.
4. \*Responsible for the ordering, tracking and inventory of IM, oral and over the counter medications.
5. \*Works directly with local pharmacies to implement prescriber orders.
6. \*Practice good venipuncture techniques.
7. \*Complete or coordinate ordered lab work.
8. \*Check consumer medications for accuracy of label and ensure sufficient quantity, and arrange ordering of medications as needed.
9. \*Maintains complete and current clinical records and service provider data (Credible), including documenting and/or scanning physician orders and all contacts with consumers.
10. \*Monitors consumers for potential medication side effects; reports observations to prescriber and documents report within clinical record.
11. \*Provide ongoing assessment of participants' physical symptoms. Communicates changes to the treatment team and assures changes are incorporated into the ISP.
12. \*Reviews laboratory results and reports variances to prescribers and/or charge nurse.
13. \*Compare MAR with prescriber orders for accuracy each shift.
14. \*Clean med room daily, and replenish supplies.
15. \*Provides medication, health, and wellness education to consumers.
16. \*Assists with referral to other medical facilities.
17. \*Gives consultation to other clinical staff regarding health care issues and communicates Aftercare policy changes.
18. \*Assists with orientation of new prescribers.
19. \*Assists with training of new staff as directed by program director.
20. \*Assist with admissions as it relates to medical needs and care, to include comprehensive nursing assessment as required.
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. Other duties as assigned.
24. 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 / Wellness Recovery Center  
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RN

SALARY: Grade 11

SCHEDULE: 40 hours weekly; flexible schedule

Position Description Update: May 30, 2018

