

POSITION DESCRIPTION**MENTAL HEALTH LPN**

Medical Services
Region Ten Community Services Board

JOB 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 varying clinic sites. 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 Nursing Manager for Region Ten's Medical Services 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 contracted pharmacies agreements.

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. *Assumes 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 contracted pharmacy and local pharmacies to implement physician's orders.
2. *Practice good venipuncture techniques. Compete blood draws as ordered.
3. *Provides consultation to other clinical staff regarding acquisition of consumer medications and consumer health care issues, and changes in medication delivery.
4. *Maintains complete and current clinical records and service provider data (E.H.R.), including physician orders and contacts with consumers.
5. Review tracking sheets each use and compare with physicians orders in E.H.R. for accuracy. Reviews laboratory results and reports variances to doctors and fax to monitoring agencies as required.
6. Check meds periodically for expiration and discontinuation. Complete paperwork to return to pharmacy or discard and obtain second signatures.
7. Check medication cabinets/inventory for discontinued, expired samples, and inactive consumers monthly.
8. Check medications for current consumers and accuracy of labels and to ensure sufficient quantity. Re-order meds as needed.
9. Complete medication disposal and medication error forms as needed.
10. Clean medication, lab and injection rooms periodically, replenish supplies.
11. Orient and support staff as required to lab service and other dues.
12. Provide counseling and support to consumers.
13. Review ConnecTen and stay current on updated procedures and agency trainings and policies.
14. Other duties as assigned.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. The incumbent in this position must be a graduate of an accredited program and be licensed (LPN) to practice in the Commonwealth of Virginia. 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.

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 Directors.

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CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS

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

POSITION LOCATION:

Region Ten Community Services Board
800 Preston Avenue and Rural Clinics (Greene, Nelson, Louisa, Fluvanna)
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Nursing Manager
|
Mental Health LPN

GRADE: 7

SCHEDULE: 40 hours weekly

Position Description Updated: October 31, 2016

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