

POSITION DESCRIPTION**MENTAL HEALTH RN**

Medical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Mental Health RN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent serves as a Mental Health Nurse in Region Ten Community Services at the Louisa and Charlottesville clinic (and other clinics as assigned). In this capacity he/she has responsibility for providing delivery and administration of medications and for providing consultation to other clinical staff regarding health care issues.

The incumbent reports to the Nursing Manager 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. *Assumes responsibility for the medication program including: ordering, delivery and administration of IM and oral medications and necessary medical supplies, working directly with the Community Resource Pharmacy (CRP) and local pharmacies.
2. *Practices good venipuncture techniques.
3. *Assists clients and their case managers needing referral to other medical facilities.
4. *Gives consultation to other clinical staff regarding health care issues and communicates ACRP policy changes.
5. *Maintains complete and current clinical records and service provider data.
6. *Monitors the ordering and tracking of atypical medication and controlled drugs. Reviews laboratory results and reports variances to doctors and fax results as required.
7. Other duties will be assigned as medical model/ coordination of care is created.

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 registered (RN) to practice in the Commonwealth of Virginia. The incumbent must possess the following knowledge, skills and abilities:

Knowledge of: psychopharmacology, serious mental illness; blood-drawing techniques; medical issues related to mental illness; family, biological sciences and disease processes; substance abuse symptomatology; medications - side effects.

Skills in: assessing nursing needs of the seriously mentally ill; 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 and data entry into PCE record.; work cooperatively.

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
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Nursing Manager

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MENTAL HEALTH RN

Center for Emergency and Case Management Medical Services –Medical Services –Region Ten Community Services Board

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Mental Health RN

GRADE: 11

SCHEDULE: Monday through Friday, 8:30 a.m. till 5 p.m.

Position Description Updated: April 17, 2013

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