

POSITION DESCRIPTION**SUBSTANCE ABUSE LPN**

Adult Clinical Services/OBOT
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Substance Abuse LPN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Substance Abuse Nurse in Region Ten Community Services Board OBOT program. In this capacity he/she has responsibility to provide routine care, observe consumer's health, and assist the prescriber and OBOT team, triage, communicate instructions to consumers, and provide consultation to other clinical staff regarding consumer health care issues.

The incumbent reports to the Director 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 essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Assumes triage functions for the OBOT program, as well as shared responsibility for the medication program including timely and accurate ordering and tracking of medications; working directly with the CRP and local pharmacies to implement prescriber's orders.
2. *Completes vitals, drug screens and required tasks prior to prescriber visits and as ordered. Entering such within the electronic health record accurately.
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 consumers.
5. *Provide health education and support to consumers as related to their treatment needs.
6. *Collaboration with consumers' outside providers as necessary as it relates to their treatment needs.
7. Review team folder periodically and stay current on updated procedures.
8. Review facility to be familiar with supplies and their location.
9. *Scan prescriber orders and other documentation, as assigned.
10. Other duties, as assigned.

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 Department 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: substance abuse and serious mental illness, psychopharmacology and medication side effects, phlebotomy, medical issues related to substance abuse and mental illness; family, individual and group techniques; crisis intervention; biological sciences and disease processes; substance abuse symptomology.

Skills in: assessing needs of individuals with substance abuse diagnoses as well as those with serious mental illnesses; 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 consumers/families about substance abuse and mental illness and medications; communicate effectively with all staff, consumers, and other agencies; complete paperwork and required documentation in a timely fashion; work collaboratively as a team member with other care providers; receive work direction from prescribers, senior nursing staff and clinic Services Director.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS

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

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POSITION LOCATION: Peterson Clinic
800 Preston Ave
Charlottesville, VA 22903

POSITION ORGANIZATIONAL CHART: Director II
|
Substance Abuse LPN

GRADE: 7

Position Description Update: October 21, 2019

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