

PROGRAM NURSE, COMMUNITY

GENERAL DUTIES:

Provides nursing support to patients of the Psychiatric Services unit with special attention to assisting patients who need extra help in understanding, managing, or paying for their medication.

SPECIFIC DUTIES:

1. Upon request from the treating psychiatrist, assists with securing informed consent for medication use, educates patients regarding medications, gives injectable medications, and phones in prescriptions.
2. Monitors patient weight, blood pressure and general health status.
3. Assists patients with medication-related concerns such as prescription shortages, lost prescriptions, and/or side effects by alerting the prescribing professional and implementing his/her recommendations.
4. Acts as a liaison between individual patients and their treating prescriber and between the treating prescriber and other organization staff.
5. Assists selected patients in setting up medication boxes and trains patients who need assistance in the setup and use of their own medications, when necessary.
6. Assists patients in applying for indigent medication Patient Assistance programs, where applicable.
7. In the absence of the Telehealth Program Nurse Assist patients with telehealth visits in Millersburg.
8. Assists with the implementation of the organization's Central Pharmacy program, as directed by the Manager of Psychiatric Services: establishes patient eligibility, orders medication, distributes medication, and creates necessary documentation.
9. Monitors laboratory reports, alerting the prescribing professional to any noted problems or missing data, and helping to assure that reports are appropriately recorded, filed, and reported to individual patients, as directed.
10. Keeps individual patient medical records updated for patients who may have discontinued active involvement in other organization services, but who still choose to receive psychiatric medication from the organization.
11. Provides on-site health status monitoring to residents in Counseling Center group homes,

as assigned: addresses medication concerns, checks and monitors vital signs, responds to general health inquiries.

12. Works cooperatively with the other staff to assure service quality and coordination and to solve case-related difficulties.
13. Completes necessary documentation of services provided, in accordance with the organization's Quality Assurance standards and within required timeframes.
14. Attends and participates in staff meetings, management meetings and supervisory sessions, as required, and in other committees, quality improvement teams and task forces, as assigned.
15. Maintains nursing license and keeps up to date with required organizational trainings.
16. Abides by the corporation's policies and procedures, with special attention to the Policy on Patient Rights, the Confidentiality Policy, the Counseling Center's Code of Ethics and the Code of Ethics of his/her profession.
17. Completes other duties, as assigned, or as required for efficient and effective operation of the medical services program.

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS:

1. Position is generally office based with regularly scheduled work hours that may include some evening time.
2. Position requires contact with difficult or resistant individuals with significant psychiatric disturbance, including individuals with the potential for self-injurious or acting-out behavior.

CLINICAL SUPERVISOR: Treating Psychiatrist/APN

ADMINISTRATIVE SUPERVISOR: Manager of Psychiatric Services

POSITION TYPE: Non-exempt

POSITION CLASSIFICATION: Staff Nurse

WORKER CREDENTIALS/CHARACTERISTICS:

1. Licensed as an L.P.N. with a pharmacy certificate
2. Knowledge of psychiatric conditions and the medications used in their treatment

3. Ability to communicate effectively in written and oral form
4. Basic computer skills adequate to utilize an electronic clinical record
5. Capacity for self-motivation and the ability to deal appropriately with sensitive issues
6. A commitment to quality care including timely and accurate documentation of work
7. Ability to relate effectively to coworkers at all levels of the organization
8. A valid driver's license, evidence of personal automobile insurance and of insurability by the organization's automobile liability insurance carrier; or, in the absence of such documentation, the ability to complete essential functions of the position within whatever driving and travel restrictions are imposed by the Center.

KEY PERFORMANCE INDICATORS:

1. Satisfactory, or better, scores on the annual performance evaluation
2. Achievement of the assigned productivity expectation for direct care services
3. Timely and accurate completion of necessary paperwork and documentation
4. Compliance with applicable Quality Assurance standards and guidelines
5. Evidence of sincere attempts to provide good customer service