

<u>Title</u>	<u>Reports to</u>	<u>Department</u>	<u>Pay Status</u>
Adult Services Program Nurse – RN/LPN	Director of Adult Services	Adult Services	Non-Exempt

SCOPE

The Adult Services Day Program RN/LPN works closely with the Director of Adult Services at Special Kids Special Families and staff to ensure compliance with regulatory agencies rules and regulations as they apply to client health, medication, nutrition. This position is responsible for providing skilled nursing care to clients, implementing primary care orders, assisting with meeting client medical needs, developing appropriate care plans, protocols, assessments, and providing training. This is a full-time position.

DUTIES

- **Daily Rounds:** Observe, records, and reports client's condition.
- **Medical Records:** Oversee and obtain medical records from medical professionals and other provider agencies, HHP's / Parents/ Guardians.
- **Medical Protocols:** Write medical protocols and individual plans of care annually or more often as needed for clients and review with the Program Coordinator and/or Program Coordinator Assistant.
- **Medical Documentation:** Ensure appropriate medical documentation is maintained in client records, including nursing notes of any on-site assessments at day program or in the home, to include incident reports.
- **Medication Administration Record:** Performs or supervises the administration of prescribed medications and treatments in accordance with nursing standards. Ensure proper documentation of current MAR.
- **Client Hospitalization:** Confirm and process medical assessment and all release forms for client after hospitalization or serious illness.
- **Medical Information and Orders:** Monitor, update and disseminates orders and instructions to staff. Implements the orders written by physician and nursing orders when necessary. Ensures all medication orders and medications are current.
- **Medical Data Sheets:** Complete and keep current medical data sheets for clients. Conduct quarterly or more often if needed visits to ensure all proper medical needs are being met per DIDD state regulations.
- **Client Intake:** consult with Adult Services Director and the Program Coordinator during the intake process about the medical needs, medical records and protocols of potential clients.
- **Meetings:** Effectively communicates in interdisciplinary team meetings or any other meetings and trainings as assigned.
- **Human Rights Committee:** Oversee HRC process and procedures for the Adult Services Residential Services Program.
- **Auditing:** Assist with auditing client books as directed by the Adult Services Director.
- **Training: Q-Map** – Responsible for Medication Administration training (QMAP) as required for staff. To include oversight and review of medication administration documentation. **Universal Precautions** - Train staff in Universal Precautions. **Medical Overview** – Teach and train staff on medical procedures and equipment used with clients. **G-Tube** – Train and provide over-site to staff in G-tube competency. Work with the Program Coordinator to train staff to safely administer nutrition, medication and hydration and maintain DIDD regulations compliance with each individual's plan of care. **Medical Protocols** – Teach and train staff about medical protocols and the individual plans of medical care of clients. **Code Blue** –

Train staff in Code Blue agency policy and procedure.

- **Home Care**: Assist with client home care program which may include nursing assessments or other needs.
- **Miscellaneous** duties as assigned.

PHYSICAL DEMANDS

- Must be able to lift and transfer up to 50 lbs.
- Ability to sit, stand, bend and stoop for periods of time.
- Ability to work in a stressful environment.
- Ability to respond to emergency / crisis situations.
- Exposure to noise.
- Exposure to blood and / or body fluids.

MINIMUM QUALIFICATIONS

- Licensed Practical Nurse/Registered Nurse with current state licensure with no restrictions.
- Work experience as a professional L.P.N./R.N. preferably in a like work environment.
- Prefer experience working with the DIDD population
- CPR Certification, First Aid, Universal Precautions and CPI Certification.
- Ability to work independently and as a team member.
- Ability to effectively present information and respond to questions from managers, employees, guardians, family members, professionals and the general public.
- Ability to solve problems and deal with variety of issues.
- Ability to read, analyze and interpret practice standards, technical procedures and government standards and regulations.
- Ability to communicate effectively orally and in writing.
- Excellent organization and time management skills and ability to complete paperwork in a timely manner required.
- Skilled in preparing and maintaining records, writing reports, and responding to correspondence
- Ability to plan, assign and direct the work of others.
- Ability to use and navigate a computer using Microsoft Outlook, MS Word, and other applications
- Prefer experience working with Therap Electronic Record Database
- Ability to react calmly and effectively in emergency situations.
- Attention to detail
- Effective problem-solving and conflict resolution
- Ability to prepare clear concise reports.
- Knowledge of needs of client populations.

BENEFITS

- Health Insurance
- Life Insurance
- Dental Insurance
- Vision Insurance
- 401K
- Paid time off
- Referral Program

SALARY

\$54,500/year