



**POSITION TITLE:** Registered Nurse – LPN Oversight/Referral & Annual Assessments

**DATE:** December 2018

<b>SALARY RANGE:</b> as set by Letter of Employment	<b>IMMEDIATE SUPERVISOR:</b> President
<b>THIS IS A:</b> Exempt Non-Exempt <input checked="" type="checkbox"/>	Hourly <input checked="" type="checkbox"/> Salaried
Full-Time Part-Time <input checked="" type="checkbox"/>	

**GENERAL FUNCTION:**

The Registered Nurse will assess, coordinate and report all medical needs and care for clients served within the scope of his/her licensure. This Registered Nurse position is an oversight position, and requires on-site visits with the Direct Care staff to evaluate performance of medical care of the clients served. The Registered Nurse will adhere to agency policy for Emergency Plan and procedures as directed by agency for Emergency Care Plan.

**SUPERVISORY RESPONSIBILITY:** None.

**DUTIES AND RESPONSIBILITIES:**

1. To provide nursing oversight to the Licensed Practical Nurses, for the clients within the scope of his/her licensure.
2. To complete monthly the Monthly Nursing Review and insure that the completed form is forwarded to the Independent Support Coordination Agency according to the timeframes set by the Division of Intellectual and Developmental Disabilities.
3. To assist the Clinical Coordinator in monitoring of MAR's for Personal Assistant and/or Nursing clients.
4. To assist the LPN Coordinator with all medical care for the client and assure plan is current according to doctor's orders, medical reports and staff documentation.
5. To assist the LPN Coordinator with all medications, both prescription and non-prescription, are administered by appropriate staff, and documented accurately.
6. To complete a Physical Status Review, at least annually, or as required according to the LON of the client. Complete all assessments in the timeframes required by policies.
7. To communicate any medical concerns to the Clinical Coordinator and to insure that follow up is completed in a timely manner.
8. To develop and insure the implementation of Emergency Healthcare Plans for each client served in the Nursing Program.

9. To be knowledgeable to items in each clients' Support Plan and work cooperatively with support staff to effectively realize the visions of the clients.
10. To be knowledgeable of any special diets of client served and insure that all meals are prepared and served as specified in their plans, through on-site visits.
11. To insure the use of therapeutic support plans as specified through training by therapeutic support personnel, through on-site visits.
12. To perform all medical treatments that requires an RN as ordered by the physician in a safe and timely manner.
13. To be knowledgeable of the nursing clients medical diagnosis and have a good understanding of signs and symptoms to observe for and report.
14. To communicate pertinent information on the client with the Clinical Coordinator and on-site staff so that the client is kept safe and receives optimal care.
15. To provide training to all LPN's regarding medical or safety issues in regards to the clients care.
16. Must demonstrate ability to work effectively in a setting with individuals who experience cognitive, physical, emotional, mental developmental delays and/or emotional disabilities.
17. To attend all required nursing training as required by the Division of Intellectual and Developmental Disabilities.
18. Ensure that client medical records for the Personal Assistant and Nursing program are in compliance with state and waiver regulations. Including annual physical, dental, optical exam, and current doctor's orders.
19. Responsible for referral/initial assessment for nursing services.
20. Responsible for referral/initial assessment for VA referrals and a visit every 90 days.
21. Administrative tasks associated with Nursing.
22. To perform all other duties as assigned.

**KNOWLEDGE AND REQUIRED TRAINING:**

This individual must hold a current license as a Registered Nurse with the TN Department of Health. Must possess the appropriate communication and written skills to carry out the job duties and responsibilities. This position requires an individual who possesses the ability to relay information effectively and promptly. Keep current with the requirements of the programs for which they are responsible by reading operation manuals and the informational memorandums, and should communicate any changes to other staff in the department. Be aware of Individual Rights and Responsibility Act. Must

---

demonstrate the ability to work effectively in a setting with individuals who experience cognitive, physical, emotional, mental, developmental delays and/or emotional disabilities. Must demonstrate an ability to use mature judgment in problem resolution to function creatively in evolving appropriate solution and strategies for clients and staff.

**PERSONAL RELATIONSHIPS:** In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center’s leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and support fashion.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Name (printed): \_\_\_\_\_

Staff’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_