

TOUCHSTONE MENTAL HEALTH JOB DESCRIPTION

Service Area: Residential Treatment
Job Title: Registered Nurse
Classification: Exempt
Reports To: Treatment Director
Date: March 2008

Position Purpose: The purpose of this position is to assess and coordinate the health care needs of residents in the intensive residential treatment program. This position also provides expert consultation and guidance to residential treatment staff regarding medication administration and health issues for people living with mental illness.

Major Challenges: A major challenge of this position is to ensure the delivery of high quality health care to residents through consultation, instruction and guidance of non-medically trained staff.

Essential Job Functions:

1.	Monitor health of residents.
	<ul style="list-style-type: none"> • Provide consultation, guidance and instruction to residential treatment staff on matters pertaining to resident health, including medications.
	<ul style="list-style-type: none"> • Health screening/assessment conducted for all new admissions.
	<ul style="list-style-type: none"> • Assist with the development, implementation and updating of policies and procedures relating to resident health care, including medication management.
	<ul style="list-style-type: none"> • Carry out ongoing assessment for medication side effects and drug interactions.
	<ul style="list-style-type: none"> • Medical records are maintained in a manner which is accurate and thorough.
2.	Supervise medication program.
	<ul style="list-style-type: none"> • Ensure that medications are administered safely and effectively, including the accuracy of medication dosages.
	<ul style="list-style-type: none"> • Implement and monitor effective operation of the Touchstone Independent Medication Program (TIMP).
	<ul style="list-style-type: none"> • Assure that all program staff who are responsible for monitoring administration of medications receive adequate training, including actual hands on performance testing of trained staff.
	<ul style="list-style-type: none"> • Assure that all program staff know how and when to inform the RN of problems with self-administration, including missed medications, medication errors, or adverse reactions.
	<ul style="list-style-type: none"> • Review resident's knowledge and compliance with medications.
	<ul style="list-style-type: none"> • Follow-up to see that prescriptions are refilled as necessary.
	<ul style="list-style-type: none"> • Monitor and assist residents as needed with setting up medications.
	<ul style="list-style-type: none"> • Assure that all medications are handled in accordance with licensing standards and statute requirements.

3.	Provide direct nursing services to residents.
	<ul style="list-style-type: none"> • Assist residents and staff in managing resident medications.
	<ul style="list-style-type: none"> • Provide individual health education and medication monitoring for residents.
	<ul style="list-style-type: none"> • Advocate on behalf of residents in relation to the medical system.
	<ul style="list-style-type: none"> • Provide a linkage between residents and community health and wellness resources.
	<ul style="list-style-type: none"> • Develop and implement group education for residents on health related issues, particularly in the area of medications, accident prevention, preventive health education and infection control.
	<ul style="list-style-type: none"> • Accompany residents to medical or psychiatric appointments if needed.
4.	Act as liaison between the residential treatment program and community health care providers.
	<ul style="list-style-type: none"> • Follow-up and communicate with psychiatric and medical providers, including emergency medical service.
	<ul style="list-style-type: none"> • Participate in community health care provider meetings and conferences.
	<ul style="list-style-type: none"> • Maintain resource files on medication information and health related topics.
	<ul style="list-style-type: none"> • Keep up to date on developments in medications and health care for persons living with mental illness, and provide this information to program staff.
5.	Serve as a leader on the intensive residential treatment team.
	<ul style="list-style-type: none"> • Maintain a collaborative, problem solving relationship with the health resource assistant, clinical supervisor, mental health counselors, mental health workers, and other members of the team.
	<ul style="list-style-type: none"> • Supervise Health and Resource Specialist.
	<ul style="list-style-type: none"> • Assist in orienting new team members.
	<ul style="list-style-type: none"> • Attend and participate in weekly staff meetings, and monthly agency-wide supervisors meeting.
	<ul style="list-style-type: none"> • Communicate essential information within the program, the agency, and when appropriate, the community.
	<ul style="list-style-type: none"> • Assure an effective response by program staff to medical emergencies.
	<ul style="list-style-type: none"> • Provide ongoing consultation and advice to program staff.

Other Job Duties: Participate in agency work groups, including Safety & Wellness Committee. Other duties as assigned.

Relationships: The incumbent reports to the treatment director. A .5 FTE Health and Resource Specialist reports to the incumbent. The work of this position requires the incumbent to develop and maintain productive relationships with direct care staff.

Equipment Used: The work of this position entails the use of the computer, telephone, and automobile.

Qualifications:*Minimum Education and Experience*

The incumbent must be licensed as a registered nurse in the state of Minnesota. A bachelor's degree in one of the behavioral sciences is preferred. Minimum of one year of experience working with adults with a serious and persistent mental illness is required.

Knowledge, Skills and Abilities

- Knowledge of strengths and needs of clients with serious and persistent mental illness.
- Knowledge of medications and medical interventions appropriate to serving this target population. Ability to work independently.
- Ability to work as part of a team.
- Effective interpersonal communication skills.
- Ability to provide guidance and coaching to non-medically trained staff.
- Ability to teach and monitor medication administration to non-medically trained staff.
- Exceptional attention to detail.
- Ability to deliver quality health care results through the work of others.
- Leadership skills within a team.
- Ability to supervise a part-time staff person.

Physical Aspects of the Job: The work of this position requires that the incumbent be able to see, hear, speak, read and write English clearly in order to ensure resident welfare and development. The incumbent must be able to lift up to 20 pounds, use all household equipment, as well as bend, stoop, stand and pull in order to perform or demonstrate independent living skills using household appliances and equipment. The incumbent must be able to walk up and down stairs, access resident's bedrooms, drive a car and use the telephone.

The above statements are not intended to encompass all functions and qualifications of the position. Rather they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.