

Job Description – Community RN

TITLE: Community Registered Nurse (CommRN)

The CommRN position is a full-time, salaried position. A CommRN will oversee all functions of medication administration by certified Medication Aides (level 1), including but not limited to monthly reviews of physician's orders, medication administration records (MARs), staff documentation and periodic inspection of technique and skill of certified aide delegated to pass medications, procedures and medication storage.

The CommRN will be responsible for monitoring the health and safety of the individuals receiving residential services.

MINIMUM QUALIFICATIONS:

- Proof of license as a registered nurse for the state of MO
- 6 months or more experience working with individuals with developmental disabilities
- Attendance in Community RN Orientation training within 90 days of hire or contract.
- Registration with the Family Care Safety Registry
- Ability to work with a variety of clients in regard to age and functionality
- Knowledge of Word, Excel and Outlook systems, internet access and a working cell phone
- Flexible availability, especially in afternoons and on weekends
- Proof of CPR certification
- Completion of Positive Behavior Support training
- Ability to maintain annual trainings such as Abuse & Neglect training, Mandt Systems certification in Relational and Physical skills as well as a Confidentiality Agreement.
- State-wide trainings that effect the CommRN program or statewide training needs identified through quality assurance will be mandatory and may count towards the funded program hours.

REPORTS TO: ISL Director

JOB REQUIREMENTS AND RESPONSIBILITIES:

- **Monitor the health and safety of the individuals receiving residential services.**
 - Complete a monthly face-to-face assessment of the individual consumer(s) and record and findings.
 - Complete any additional nursing hours approved through DMH as needed for specific clients.
 - Review the individual(s) consumer record monthly to include physician's orders included but not limited to treatments, procedures, labs, appointments, specialized diets, adaptive equipment for each consumer and the medication administration record (MAR).
 - Supervise the implementation and oversight of all physician-ordered specialized diets including preparing "sample meals".
 - Maintain communication with the ISL Director including reporting and documenting of all changes in the individual's health status, needs and identified deficiencies in the standard of care provided to consumers.
 - Collaborate with the ISL Director when consumers are hospitalized. This includes contacting nursing staff for regular updates during an individual's stay, reviewing doctors' orders prior to discharge, and possible attendance at the discharge meeting to ensure continuity of care.
 - Provide documentation of monthly expended time and activity for auditing purposes.
 - Please reference DMH Community RN program for additional information related to job responsibilities.

Behavior Intervention Services, LLC

Job Description – Community RN

- On call for medical issues and concerns as deemed appropriate.
 - Teach L1MA monthly and recertification to current employees monthly.
 - Develop and oversee procedures in regards to the medical care of those supported.
 - Ensure consumer's doctors' appointments are completed and all doctors' orders are followed through.
 - Ensure labs are completed on individuals as needed.
 - Monitor medical records in the homes of consumers to ensure all necessary documentation is maintained.
 - Participate in HRC meetings.
 - Coordinate, support and train staff on adaptive equipment as needed.
 - Coordinate all pharmacy services and be the main contact with the pharmacy.
 - Assist with obtaining medical supplies for those that need them.
- **Provide appropriate delegation and supervision of Direct Care Support staff (Unlicensed Assistive Personnel – UAP) that perform such duties as medication administration and other nursing tasks, when applicable, and document those activities. (Nursing Practices Act Chapter 335 RSMo)**
 - Identify needs for staff supervision/delegation or specialized instruction and any follow-up or plan of action that may result.
 - Oversight of all functions of medication administration by medication aides certified through DHSS or DMRDD, to include but not limited to the review of physician orders, medication administration record (MAR) and staff documentation. This would also include periodic inspection of technique and skill of certified aides delegated to pass medication.
 - Identify nursing supports individualized to specific consumer needs.
 - Identify the support staff that are competent to receive specialized instruction and delegation to perform specific tasks.
 - Ensure that specialized instruction regarding identified task is provided and documented on the designated form.
 - Ensure through periodic oversight/supervision that the identified staff are able to perform the specific task delegated.
 - On call and emergency coverage and assistance to Directors when needed.
- **Accountability for Activities**
 - Account for their time dedicated to the functions of the CommRN Program each month. This will be accomplished by the completion of the Monthly Service Log.
 - Ensure the total hours available for each month are accounted for and do not carry over to the next month.
 - Ensure the Monthly Service Log is completed accurately each month and submitted to the ISL Director for review and Maintenance of the document.
- **Professionalism**
 - Always maintain appropriate behavior (responsible, courteous, dedicated, reliable, etc.)
 - Inform the ISL Director in charge of the particular home of any questions or concerns related to the consumer's health.

Job Description – Community RN

- Work with the team to ensure the consumer’s health and safety is prioritized and that their needs are appropriately being met according to the Individualized Support Plan (ISP).
- Keep all information confidential –
 - NEVER discuss the consumer with anyone outside of the family, BIS, attending physician, and other team members that also work with the consumer.

By signing below, I am agreeing upon fulfilling the expectations of my job as written in but not limited to this description of the CommRN position. I will work to my fullest potential to satisfy the requirements of this position.

Employee Signature _____ Date ____/____/____

Full time or Part time?	Starting rate of pay:	NH probationary end date:	HR documentation date:
FT PT		<i>(90 days from above)</i>	Int: