

North Shore ARC, Inc.
JOB DESCRIPTION

Title: Program Nurse/RN

Division: Day Services

Supervised by: Program Director

Supervises:

Individual Related Responsibilities

1. Create a positive atmosphere which promotes education and awareness of health and health related issues.
2. Be informed of and respect human and legal rights of all individuals participating in Day Habilitation services.
3. Maintain confidentiality of all information relating to individuals, their families and activities within the program in compliance with HIPPA regulations.
4. Participate in the screening and selections of individuals being considered for admission to Day Habilitation Services.
5. Participate as part of a professional team in developing and implementing the Day Habilitation Support Plan (DHSP) for each program Participant.
6. Evaluate all program Participants daily to determine medical needs and follow through as deemed necessary.
7. Administration of medications and special diets via G-tube and to maintain records of schedules of administration and side effects in accordance with NSArc standards.
8. Train and supervise staff members' administration of textured diets and other non-skilled interventions.
9. Conduct health screenings of each person on a monthly basis or more frequently if deemed necessary.
10. Encourage and foster family and/or residential involvement with each Participants' medical management and ongoing therapy pursuits.
11. Create a diverse and therapeutic activities schedule to enrich the learning experience of each program Participant
12. Support program Staff members with direct "on-the-floor" support to program Participants as needs arise.

Administrative Responsibilities

1. Be informed of and responsible for following all NSArc policies and procedures.
2. Insure all individuals receive ongoing and regular medical services.
3. Set up and maintain files as defined by the NSArc policies and procedures.
4. Maintain medical documentation and files including monthly progress notes, data collection and evaluation.
5. Write, train staff members and implement medical procedures and protocols as necessary.
6. Act as a medical liaison between Day Habilitation Services, community resources and family/residential settings.
7. Participate in the writing of Specialized Health Care plans as applicable.
8. Conduct NSArc wide in-service trainings as required.

9. Prepare and teach health related in-services to staff members as they are hired, and also with ongoing in-service trainings.
10. Prepare and teach health related in-services to program Participants, tailoring materials and approach to meet the needs of the particular audience.
11. Secure medically related community resources and equipment as needed.
12. Attend staff meetings and other meetings as required.
13. Provide medical and clinical guidance and supervision to programmatic staff.
14. Participate in the direct supervision of the LPN.
15. Participate in regularly scheduled clinical supervision meetings with the Program Director.
16. Participate in focus and planning groups as required by the Director of Habilitation Services.
17. Participate in NSArc's Nursing beeper system.
18. Carry out other duties as assigned by the Administration of Habilitation Services.
19. Any other duties that, from time to time, may be requested.

Safety:

1. Maintain a safe work environment as determined by NSARC policies.
2. Follow Universal Precautions at all times.
3. Wear protective equipment (i.e. gloves, masks, eye wear, back belts, etc.) as necessary

Note: This Job Description is not intended to be all-inclusive, but does include all essential job functions. Additional job duties may be assigned as necessary. Every job requires the ability to demonstrate applied principles of behavior modification including but not limited to Proactive Alternative for Change (PAC)

It is the expectation that all North Shore Arc employees maintain standards of job performances that are consistent with the ethics and commitments of a professional. (See Code of Conduct)

Works Closely With:

Requirements: RN, experience with multiply handicapped/developmentally disabled individuals, active RN license filed with the Human Resources Department.

UFR job classification:

Overtime status: Non-exempt

Approved by:

Date: 1/05