



JOB TITLE: Staff Nurse – Licensed Practical Nurse (LPN)
DEPARTMENT: Crisis Residential Unit
CLASSIFICATION: Non-Exempt

REVISED: 1/2020

POSITION DESCRIPTION

SUMMARY:

The Staff Nurse – LPN is an at-will position that reports to the Director of the Crisis Residential Unit (CRU). This position will work under the supervision of a Registered Nurse, in an intensive crisis residential setting. The Staff Nurse -LPN will provide for the promotion of health and abilities, prevention of illness and injury, and alleviation of suffering through the assessment and treatment of physical and behavioral health condition. This position will partner with a trauma informed, recovery oriented, multi-disciplinary team to optimize healthy lifestyle choices for the people served. The Staff Nurse – LPN will maintain the overall responsibility for meeting the health care needs of individuals served, in collaboration with physicians, with the goal of health care integration.

ESSENTIAL JOB FUNCTIONS:

- Initiate the Nursing Admission Assessment on all people served, if not already initiated or completed in OACIS, and forwards this to the Registered Nurse for review, completion, and signature within 24 hours of admission
- Prioritize and/or revise treatment objectives, as needed
- Collaborate with individual's established community health care team regarding chronic conditions and changes of status
- Obtain signed release of information to maintain continuity of care
- Make appropriate referrals of individuals lacking a current team
- Provide first aid and general nursing care of chronic or non-urgent health conditions
- Assess need for emergent medical and psychiatric care in seriously unstable individuals, consulting with physician, Registered Nurse, CRU Program Manager or CRU team, as needed
- Obtain physician orders in person, by telephone, or fax machine and transcribe them accurately into the medication administration record
- Implement standing orders
- Accept supervision from and consultation from physician and Registered Nurse, as needed
- Provide medication education and assure medication consents are signed prior to medication administration
- Facilitate obtaining discharge medications and/or prescriptions in collaboration with the Recovery Follow-Up Specialist
- Review medication education and dosing instructions at the time of discharge
- Administer medications per physician order, monitor and document use, effectiveness and side effects
- Report all unusual events or medication errors committed or observed
- Maintain accurate count and safe storage of all controlled substances
- Complete medical treatments and procedures as ordered by the physician
- Provide calm, accurate health care information to entire CRU team, consulting with the Oakland County Health Department and other Common Ground nurses and physicians, as needed
- Participate in nursing change of shift report, ensuring that appropriate information is communicated to the next shift and that previous shift's incomplete work is identified for completion
- Order medications and medical supplies, communicate with pharmacy, as needed
- Provide consultation to Program Director about medical clearance issues of new referrals
- Participate in collection of laboratory specimens
- Monitor testing results and communicate findings to physician, as needed
- Provide detailed, accurate and timely documentation
- Participate in training and orientation of new employees
- Adhere to established Quality Improvement Indicators
- Function as a shift leader at direction of Program Director
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures



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RELATED JOB FUNCTIONS:

- Contribute to a welcoming atmosphere
- Provide crisis intervention for individuals in acute psychiatric distress
- Coordinate transfer of care to the appropriate health facility, if warranted
- Conduct trauma informed, recovery-oriented health and wellness focused groups
- Communicate with all referral sources to clarify any questions and facilitate a safe transfer to the CRU
- Perform other job-related duties as assigned

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- The standards and scope of nursing practice and nursing process
- General nursing and psychiatric nursing principles, practices and techniques
- Basic psycho-trophic medication and psychiatric diagnosis
- Most common chronic health conditions and co-occurring conditions in this population and willingness to increase knowledge base
- Current behavioral management de-escalation techniques

SKILL TO:

- Type, enter data, file efficiently and operate office equipment
- Exercise problem-solving and critical thinking skills
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)

ABILITY TO:

- Relate to a diverse population which includes a variety of abilities, age, gender orientations, economic, educational and cultural backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Provide direct care and treatment for individuals in acute psychiatric crisis
- Provide general nursing care to individuals with chronic health conditions, including substance withdrawal and assess the need of emergent care
- Apply trauma informed, recovery-oriented principles and values in the treatment of all people served
- Maintain professional communication in all internal and external contacts
- Work independently in and apply critical thinking/decision making skills
- Work with multi-disciplinary team successfully
- Manage volatile situations in a safe, calm, caring manner

REQUIRED EDUCATION AND EXPERIENCE:

- Licensed as a Practical Nurse in the state of Michigan
- Minimum 1-year nursing experience (psychiatric nursing experience preferred)



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ESSENTIAL REQUIREMENTS:

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Environmental Working Requirements:

Work is done in a clinical/residential environment. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements:

The ability to work various shifts and hours.

The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

Common Ground is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Employee Signature

Date

Human Resources Witness

Date



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