



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Program Nurse RN	Reports To:	Therapy Services Coordinator
Division:	Early Childhood	Civil Service Status:	Classified Professional FT
Schedule: Monday - Friday		FLSA Status:	Exempt
Salary Range: \$ 23.27 - \$34.04 per hr.		Hours: 8:30 AM – 4:00 PM	Days: 204

QUALIFICATIONS:

Registered Nurse, Bachelor's Degree

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Current nursing license from Ohio Board of Nursing
- Pupil Services License from ODE and School Nurse Certification (can be obtained upon hire)
- Current CPR and First Aid Certification (Certification to train others in CPR, First Aid and Medication Administration; may also be received upon hire)
- Delegated Nursing Certification (will consider: being obtained upon hire, and after qualified years of experience met)

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). Lift, carry and move individuals, including children, adolescents and adults, in a safe manner

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Provides clinical health services and supports to staff and to individuals enrolled in County Board of DD programs;

Provides health services, as a registered nurse and in collaboration, consultation, planning with other health education professionals and para-professionals, including;

- Securing Authorization to administer medication
- Securing Authorization to perform health procedures, as necessary
- Set-up, dispensing, administering and monitoring medications
- Set-up and monitoring of equipment for health procedures
- Conducts reviews of health service policies and recommends changes
- Counsels individuals, parents and/or caregivers
- Performs assessments of ill or injured individuals
- Determines and manages handling of communicable disease outbreaks
- Develops and presents education programs, (i.e., seizure disorder and diabetes management)
- Conducts immunization review and health screenings, including vision, hearing, dental, lead, height, weight and others per Ohio Department of Education Rules/Regulations
- Reviews medical examinations of new enrollees and monitors required medical care
- Maintains accurate documentation and medical records of services provided
- Ensures emergency medical sheets are completed for each individual
- Complete and Submits State Reports, (i.e., immunization, blind and deaf.
- Oversees delegated nursing activities for all ages, including Nursing Quality Assurance Review

(QARN) and instruction, training and review of documentation of administration of medication and procedures;

- Participates in individual's service and support team, collaborates with other professional and para-professional service providers as necessary, to develop the Individual Family Service Plan (IFSP), Individual Education Plan (IEP) or Individual Plan (IP), (i.e., determines the amount, type, and frequency of health-related services to be provided);
- Matches health supports and services to the individual and family, and/ or other caregivers, through assessment of the individual's medical and/or health needs in school, vocational and home environments, may require home visits.
- Follows safety rules, policies and procedures, (i.e. utilization of protective equipment and decontamination techniques), to ensure compliance with Ohio Employment Risk Reduction standards, rules or orders;
- Acts as agency Safety Team chairperson and trainer for assigned area; participates in employee orientation and in-service programs;
- Completes incident reports for workplace accidents or injuries involving individuals and/or employees. Collaborates with the Compliance Manager to follow-up on workplace accidents or injuries;
- Orders and maintains supplies as needed for the clinic. Ensures that necessary supplies are available for individuals and employees.
- Liason between the community, families, program personnel and healthcare professionals.
- Other duties as assigned

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-8:*

1. Manage, provide and deliver health services, as a registered nurse and in collaboration, consultation, planning with other health education professionals and para-professionals in accordance to Nurse Practice Standards;
2. Oversee delegated nursing activities, including QARN, instruction, training and review of documentation of administration of medication and medical/health procedures;
3. Oversee the delegated nursing activities/tasks of all medications for adults living independently in the community with provider (s); via the QARN
4. Assess individual's medical and/or health needs in school, vocational, home and community environments. Using the nursing process conduct assessments, analyze, syntheses (nursing diagnosis), plan, implement, evaluate.;
5. Communicate effectively in a team-oriented environment to enhance safety and health of the individual;
6. Maintain documentation of treatments and interactions consistent with professional nursing standards;
7. Follow safety rules, policies and procedures, to ensure nursing practices are compliant with state and federal standards, rules or orders;
8. Lift, carry and move individuals, including children, adolescents and adults, in a safe manner;
9. Maintain health clinic to ensure that necessary supplies are available for individuals and employees.
10. Advocate, Health Counselor and Health Educator for individuals served.
11. Participates in Early Intervention Team Meetings providing consultative supports.

GENERAL EXPECTATIONS:

Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.

Maintaining confidentiality is required.

Regular and predictable attendance is expected.

Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.

It is essential for the employee to maintain all training and in-services required by the position.

The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION:

Preferred: 2 years experience working with developmentally disabled or mentally ill individuals. Demonstrated ability to work cooperatively with local agencies and providers of medical and health care services.

POSITIONS DIRECTLY SUPERVISED: None

EQUIPMENT OPERATED: Office Equipment and Technology

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that do not normally exist in the occupation of the public employee; these conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior; moderate risk or discomfort that may require special safety precautions and require protective clothing and/or gear, (i.e., gloves, masks).

PROBATIONARY PERIOD: One Year

Signatures:

I acknowledge that I have received a copy of the Program Nurse RN; I have read the Job Duties, Qualifications, Conditions, Essential Functions and Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position description accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

I hereby understand that my position is that of Program Nurse RN and that I can be assigned to any Program Nurse RN position within the agency.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
	Krista Oldiges	
Superintendent Signature	Superintendent Printed Name	Date