

## **NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS JOB DESCRIPTION**

**Job Title:** Registered Nurse  
**Reports To:** Director of Nursing  
**FLSA Status:** Exempt  
**Classified As:** Professional  
**Effective Date:** 10/01/95  
**Revision/Review Date:** 12/05/18

### **SUMMARY:**

The Registered Nurse's primary function is to assist in meeting the health needs of individuals with intellectual/developmental disabilities and/or serious mental illness. The nursing process has four major components which include: assessment, planning, implementation, and evaluation. The Registered Nurse shall perform all work within the guidelines of accepted nursing standards, and will work under medical direction in carrying out medical orders. The Registered Nurse will report to a supervisor as assigned/designated.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

### **QUALIFICATIONS:**

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses.

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, CERTIFICATES and/or EXPERIENCE:**

1. Graduate of an accredited school of nursing.
2. Current Michigan Licensure to practice as a registered nurse.
3. Two to three years of practical experience in a variety of settings and experience in the area of community health preferred.
4. Certification in psychiatric or intellectual/developmental disabilities and mental health nursing preferred.
5. Knowledge of the Michigan Department of Community Health, Accreditation Board standards and regulations, and Medicaid/Medicare terminology, policies, practices, and procedures preferred.
6. The ability to work with minimum supervision and make accurate independent decisions regarding appropriate health services for individuals within the parameters of the nursing scope of practice.
7. Must have a valid driver's license.

8. Must meet state qualifications of QIDP or QMHP.

**LANGUAGE SKILLS:**

1. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, individuals, customers, and the general public.
4. Able to read, comprehend and communicate effectively both verbally and in writing at a level associated with the educational requirements of this position.

**MATHEMATICAL SKILLS:**

1. Ability to work with general mathematical concepts.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with nonverbal symbolism (body language, facial expression, affect, etc.) in its most difficult phases.
3. Ability to deal with a variety of abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

1. Ability to travel as required by this job.
2. Specialized competency includes knowledge of medical and behavioral issues with intellectually/developmentally disabled and/or serious mentally ill individual and physical intervention techniques.
3. Knowledge of the basic sciences underlying mental health practice in a community setting and ability to apply these principles to clinical practice.
4. Able to work with limited daily supervision and make accurate, rapid, independent decisions regarding planning, scheduling, and professional practice.
5. Participation in training and education as necessary to maintain current competency (ies) in skill areas essential for implementing job duties and responsibilities.

**PHYSICAL DEMANDS:**

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

1. The employee is regularly required to sit and to talk or hear.
2. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
3. The employee may occasionally lift and/or move up to 25-50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
3. An employee in this job is regularly exposed to blood-borne pathogens, second hand smoke, and occasional

unsanitary environments.

**CONFIDENTIALITY:**

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in clinical records, emails and records except to other employees who may need such information concerning their duties.

**REQUIRED TRAININGS:**

The following Northpointe trainings are required for this position:

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| 1. Adult CPR   | Required within 30 days of hire. Reviews every 2 years.  |
| 2. Child and Infant CPR  | Required within 30 days of hire. Reviews every 2 years.  |
| 3. Children’s Training*  | 24 hours of training required annually.  |
| 4. Clinical Documentation  | Required within 30 days of hire. Reviews as necessary.   |
| 5. Corporate Compliance & Ethics                                   | Required within 30 days of hire. Annual reviews are required.  |
| 6. Crisis Intervention**   | Required prior to providing ES. Reviews as necessary.  |
| 7. Customer Service I  | Required within 30 days of hire. Reviews as necessary.   |
| 8. Diversity   | Required within 30 days of hire. Annual reviews are required.  |
| 9. Driver Safety   | Required before driving an agency vehicle. Reviews as necessary.   |
| 10. Drug Free Workplace  | Required within 30 days of hire. Reviews as necessary.   |
| 11. Harassment   | Required within 30 days of hire. Reviews as necessary.   |
| 12. HIPAA  | Required within 3 months of hire. Annual reviews are required.   |
| 13. Infection Control  | Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required. |
| 14. Nonviolent Intervention  | Required within 3 months of hire. Annual reviews are required.   |
| 15. NorthCare Network Medicaid Basics                              | Required within 30 days of hire. Reviews as necessary  |
| 16. NorthCare Network Org. & Comp.                                 | Required within 3 months of hire. Reviews as necessary.  |
| 17. NorthCare Plan for Difficult Times/Advance Directives          | Required within 30 days of hire. Annual reviews are required.  |
| 18. Organizational Determinations Appeals Grievance/MI Health Link | Required within 30 days of hire. Annual reviews are required.  |
| 19. Person Centered Planning/LEP                                   | Required within 30 days of hire. Annual reviews are required.  |
| 20. Recipient Rights   | Required within 30 days of hire. Annual reviews are required.  |
| 21. Safety   | Required within 30 days of hire. Annual reviews are required.  |
| 22. Trauma Informed Care Level 1&3                                 | Required within 30 days of hire. Annual reviews are required.  |

\*Required for Registered Nurses with SED children on their caseload

\*\*Required for Registered Nurses assigned on-call responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides nursing services through person-centered planning practices that include medication monitoring, assessment, planning, implementation, and evaluation of individuals at risk or those experiencing psychiatric/physical symptoms. Services will vary with medical orders.
2. Works effectively with practitioners and other members of the treatment team in a collaborative approach. Manages the practitioner’s schedule and triages cases as appropriate.
3. Actively participates on the clinical treatment team to ensure effective communication.
4. Demonstrates the ability to educate individuals and staff related to health and medications using current information and best practice guidelines when applicable.
5. Complies with approved policies/procedures of the agency. Documents according to NBHS policy and procedures and regulatory agencies.
6. Maintains current knowledge by completing required continuing education hours and by seeking educational opportunities to expand knowledgebase.
7. Works in the capacity as a care manager for individuals as assigned following NBHS clinical care

- manager policies and procedures.
8. Participated in 24-hour Emergency Services as assigned.

**ADDITIONAL JOB RESPONSIBILITIES FOR R.N. WORKING IN RESIDENTIAL:**

1. Coordinates health care services for individuals within NBHS residential system. Identifies health/nursing care needs and implement care plans/procedures as needed. Educates paraprofessionals within the residential and community supports to implement care plans/procedures for individuals.
2. Oversees the medication administration process within residential services.
3. Provides consultation to residential care staff regarding health-related issues for individuals who reside in residential setting. This may include consultation after hours.
4. Prepares for the Behavioral Management Treatment and participates in the committee as needed on a case-by-case basis.

**ADDITIONAL JOB RESPONSIBILITIES FOR R.N. WORKING IN OLDER ADULT SERVICES:**

1. Conduct OBRA assessments according to state and federal guidelines as assigned.
2. Conduct nursing home consultation as assigned.

**ADDITIONAL JOB RESPONSIBILITIES FOR R.N. WORKING IN ASSERTIVE COMMUNITY TREATMENT:**

1. Oversees medication and provides direct services to individuals in the community.
2. Must complete ACT 101 and Co-occurring training.
3. Must attend at least one ACT related training annually.

**COMPETENCIES FOR ALL RN'S:**

- Demonstrate ability to effectively access, link and co-ordinate services using a person-centered multi-disciplinary team process
- Demonstrate proficiency in microcomputer software necessary to perform job functions.
- Demonstrate ability to apply basic psychopharmacology principles.
- Demonstrate ability to plan and implement appropriate nursing interventions.
- Demonstrate ability to plan and implement psycho-educational approaches.
- Demonstrate ability to adhere to all NBHS policies and procedures regarding confidentiality and individuals' rights.
- Demonstrate ability to prioritize multiple tasks, meet required time frame and document activities in accordance with NBHS policies/procedures.
- Demonstrate ability to screen individuals for health related problems and refer to appropriate health care provider when appropriate.
- Demonstrate ability to conduct staff training using adult learning principles.
- Demonstrate ability to accurately assess crisis situations, determine appropriate interventions and provide clinical justification through comprehensive documentation.
- Demonstrate ability to appropriately assess all populations served by NBHS and apply appropriate interventions when applicable.
- Demonstrate effective oral and written communication skills, be able to present information to a variety of professional and general public

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

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Employee Signature

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Date