



**JOB DESCRIPTION TITLE: Registered Nurse (RN) and Instructor for Intermediate Care Facilities Serving People with Intellectual and Developmental Disabilities (ICF/IDD), H-Habilitative & N-Nursing**

**STATUS: Exempt, Full Time, At Will Employee**

**SUMMARY OF THE JOB:**

Intermediate Care Facilities (ICF) serves people with intellectual and developmental disabilities. Under the general supervision of the QIDP/Administrator, the **Registered Nurse (RN)** has the authority, responsibility and accountability to carry out or to delegate nursing services through training of staff for the clients they serve. The RN has authority to make nursing judgement within the scope of the nurse practice act. The RN visits the facilities to provide health assessments of one hour per client per week, or more as needed. The RN is responsible to provide care, treatment, supervision, and carry out physician orders for the safety and protection of each client. Furthermore, the RN ensures the implementation of infection control protocol at the facility. Ensures each individual nursing needs do not exceed the care outlined in the license of the facility.

**QUALIFICATIONS:**

- ✓ Must maintain and provide copy of current RN License as outlined by the Department of Consumer Affairs Board of Registered Nursing.
- ✓ Preferred one year working with patients with intellectual and developmental disabilities.
- ✓ Upon hire, pursue certification program with Developmental Disabilities Nurses Association (DDNA) to obtain Certified Developmental Disabilities Nurse (RN CDDN). Certification will increase the effectiveness of nursing services rendered to individuals with intellectual/developmental disability (IDD).
- ✓ Must possess a valid California driver's license and driving record that meets the standards outlined in The Ridge Personnel Policy and Motor Vehicle Operating Standards.
- ✓ Must be physically and mentally fit to work with people with developmentally disabilities and must be willing to complete and pass a health screening physical examination that includes a drug and alcohol screening, TB screening, 50 lb. lift test and lumbar x-ray. Client care requires lifting, pulling, tugging, twisting and bending at the knees.
- ✓ Must be capable of taking and obtaining Sexual Harassment class, CPR Certification, First Aid Certification and Non-Violent Physical Crisis Intervention (CPI) class.
- ✓ Must possess sufficient knowledge of the English language, written, verbal and computer operation to complete duties as required.
- ✓ Must be willing to complete and pass a personal background investigation conducted by the State of California and must meet California Department of Health standards for employment.
- ✓ Must be willing to work with a culturally integrated workplace and be willing to respect human differences based upon race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.
- ✓ Requires the ability to think and act quickly in emergencies; maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances.
- ✓ Requires on-going monitoring and intervention to ensure the continued physical well-being of all client under their care.

**Responsibilities for Registered Nurse DD/H are as follows:** *The RN is responsible for 6 to 12 beds that provides 24-hour personal care, habilitation, developmental, and supportive health services to 24 or fewer intellectual and developmental disabled persons who have intermittent recurring needs for nursing services, but have been certified by a physician and surgeon as not requiring availability of continuous skilled nursing care. Nurse should possess a broad range of knowledge and be competent in performing professional function as a nurse. It is the primary responsibility of the nurse to be able to recognize problems beyond their scope of training, skill, or competency and able to refer the individual to other appropriate professional services. The nurse will, out of necessity, cover a broad range of approaches, techniques and modalities appropriate for the infinite variety of characteristics that include the lifestyle and developmental levels of the individuals with*

*IDD. Ability to support, provide quality care, implement effective action toward a solution, adhere to values and ethics commonly associated with professionals having access to confidential and sensitive client information. Knowledgeable of Intermediate Care Facility criteria for admissions and continued care per state regulations for ICF DD-H and ICF DD-N.*

**ESSENTIAL FUNCTIONS:**

- Provides nursing services in compliance with federal, state and local regulations under Title 22
- Adhere to Intermediate Care Facility Intellectual and Developmental Disability Habilitative and Intermediate Care Facility Intellectual and Developmental Disability Nursing licensing criteria for admission, continue placement and discharge.
- Monitor individuals for medication related issues, medical treatments and routine health care needs.
- Implements and maintains required medical records and charting per established policies and procedures. Provides a flow of documentation and communication that clearly outlines identification of health-related concerns, treatment of these concerns and follow-up that occurs to remedy the concerns.
- Provides basic nursing services or coordinates medical services based upon recommendations by physicians or other professionals. Carries out doctor orders, prescriptions, refills and treatments.
- Informs appropriate persons (QIDP/A, FM, ED and DTS) of changes in clients' health status, or significant changes.
- Coordinates medical appointments, consultants and follow-ups for clients.
- Maintains the confidentiality of all privileged information regarding clients.
- Trains FM and DTS basic skills to become competent to provide first aid, detecting signs and symptoms of illness or dysfunction, recognize and monitor changes in client condition, pain levels and basic skills required to meet the health needs of the client.
- Trains new employees (FM and DTS), as necessary on medication side effects, treatment modalities and other health-related issues.

**DUTIES AND RESPONSIBILITIES:**

1. Spend no less than one hour each week with each client in ICF/IDD-H facilities and spend no less than 1.5 hours per week with clients in ICF/IDD-N facilities for health services, observation, charting and client health assessments as needed.
2. During the pre-admission process, the RN will make recommendations regarding facility's ability to meet client nursing/medical needs.
3. Assist clients and staff to understand the client's care plans, personal hygiene, family life and sexual education needs.
4. Available for pre-admit and admission evaluation, periodic re-evaluation of services and discharge plans.
5. Develops and implements a written plan for provision of all nursing services.
6. Evaluation of nursing services for clients every six months, or as needed (care plans, pain management, etc.)
7. RN are responsible to train and direct the DTS. During training, ensure that competency is achieved in all areas specified in the training program (monitor changes in client condition, pain levels, care plans, etc.)
8. Oversee all assigned client's health care, including consulting with MD and monitoring of medical and dental conditions and appointments. This includes notifying QIDP/A and FM of doctor orders, Rx orders or other needed services within 24 hours.
9. Arrange routine and non-routine lab work, follow up on abnormal reports and discuss with ID team, then follow up with ID team recommendations. Ensure charting of clients conditions through documentation that is completed in a timely manner. Document cancelled appointments and attempts made for follow-ups appointments.
10. Submit monthly nursing summaries for each clients to QIDP/Administrator and place in each client's chart in a timely manner.
11. Attend and complete Individual Service Plan (ISP) Annually & Semi-annually, as required.
12. With assistance from the ID Team, prepare reports for the Psychologist for 30-Day Psych Evaluations and follow up on any med changes and report back to the doctor any behavior changes or side affects.
13. A nursing audit of all Medical and Treatment Records is to be done twice monthly.
14. Complete Infection Control audit form for each home and keep these reports available in each home for licensing and report appropriate infections to the appropriate authorities as needed.

15. Responsible for Cycle Medication as follows:
  - a. 1<sup>st</sup> of the month cycle.
  - b. 15<sup>th</sup> of the month cycle.

Cycle Meds arrive in each facility about seven days before the start of the cycle. Before the start of the cycle (and with enough time for another staff to also check the meds), the RN must go through the medications, Medical and Treatment Records comparing all of the new orders to all of the old orders and previous MARs. Check for errors and follow-up to verify that all of the errors have been corrected before the start of the cycle.
16. Complete monthly audits of the medication room.
17. Prepares the Nursing portion regarding client medications for Human Rights. Attends quarterly Human Rights Committee and follows through on recommendations.
18. Prepare necessary reports, packets and paperwork necessary for discharging clients.
19. Post or direct staff to post written Temporary Health Care Plans (THCPs) as needed. Develop new THCPs per each client's medical needs as necessary. Any THCP for open conditions with a client must be monitored.
20. Follow up with clients who are hospitalized, follow the care given by the hospital and coordinate with the hospital regarding the discharge date and the suitability of the client's return to The Ridge based on criteria for admission (no decubitus ulcer in ICF/DD-H). Follow up with the ID team as needed.
21. RN will notify the MD when clients are hospitalized and when clients are re-admitted to the facility following all hospital new orders and recommendations.
22. During pre-admission of a client, conducts an assessment to ensure that potential client is appropriate for placement through exam, review of medication and schedules a MD physical exam within 72 hours after admission.
23. Develops, assesses and trains staff in individualized pain management plans with signs and symptoms. Follow-ups on pain management scale one through ten.
24. Designate specific DTS to administer medications if the staff has successfully completed a medication administration course. The RN will assess DTS competency of medication clinical through observation of passing medication and documentation.
25. Writes plans of corrections for 2567's involving client health issues.
26. Writes policies and procedures regarding client health issues.
27. Report Safety and Maintenance issues in the workplace to Facility Manager and/or QIDP/A.
28. Reports employee on the job injuries/accidents, no matter how slight to QIDP/Administrator and Human Resources immediately.
29. Performs other duties as assigned.
30. Must be willing to work in other facilities and shifts as needed. Able to work extra hours, or stay on shift during emergencies.

**ADDITIONAL DAILY RESPONSIBILITIES FOR RN's OVERSEEING N-HOMES:** *Registered Nurse for a DD/N is responsible for the medically fragile client's that they serve and is knowledgeable in Intermediate Care Facility criteria for admissions and continued care per state regulations for ICF/IDD-N.*

- Oversee resident medical issues and alert the QIDP/A and FM to medical issues and/or changes in clients health. Communicates with the ED, day program staff and family members as necessary.
- Checks vital signs of each client; the frequency of this check will be determined by the needs of each clients per RN instructions.
- Check for G-tubes patency, administering nebulizer treatments, catheter care and other medical procedures as needed. Teach DTS staff procedures of GT care, catheter care and administering nebulizer treatments.
- Assist as needed or requested with the initial and ongoing training of DTS staff in medication administration and other pertinent medical issues.
- Communicates with medical personnel and consultants regarding client health issues.
- Accompany and transport clients to medical appointments and to the Emergency Room as needed and as requested. Facilitate communication of information between client and medical staff. Assist client participation in medical exams as necessary. Ensure orders and nursing procedures are carried out post hospital visits.

- When residents are hospitalized, work collaboratively with medical staff and serve as an advocate for the client by informing hospital staff of resident medical history, diet orders, physician orders, preferences, fears and communication style. Communicate admittance, status and updates to the conservator's and/or family.
- Model respect for the client and appropriate interaction style.
- When a new medication is ordered, carry out the order, verify the correct dosage and assign times it is to be given and call in the new order to pharmacy.
- When medications are ordered by telephone, send Telephone Order Forms to the attending physician for signature and ensure that they are returned and filed in a timely manner.
- When new medication cycles arrive from the pharmacy, LVN can check-in and double check cycles per RN instructions.
- During MD rounds in the facility, RN and/or LVN will chart and carry out orders.
- Keep thorough and legible professional documentation of medical issues through charting.
- Maintain confidentiality and professionalism regarding all information within the facility, between facilities and outside the company regarding client, staff and company issues.
- Check MD appointments for the month and necessary paperwork needed (consents, consult forms, etc.) prior to appointments.
- RN is responsible for supervising LVN's for all medical issues.
- All client care for non-mobile clients requires two staff.
- Assist in training, clinical and in-services.
- Other duties assigned per QIDP/A and FM.

**Responsibilities for RN Instructor of teaching ICF/DD-H & N homes Direct Training Staff (DTS) monthly (35 Hours a month of teaching instruction):**

RN responsibilities include, but are not limited to:

1. RN will teach medication administration course and certify and document staff proficiency in writing initially and annually.
2. Will ensure that the facility RN monitor and observe staff do clinical and certify the staff as approved med passer.
3. Will teach med review classes and ensure that the staff complete the requirement.
4. RN will teach DD-N classes of both ICF/DD-N facilities and certify them as completed, when the training is over.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS:

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of **Registered Nurse (RN) and Instructor for ICF/DD-N & H** except as noted here:

None

Or please specify any exception:

---

---

---

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

---

---

---

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is “at-will” for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_