

John F Murphy Homes, Inc.

JOB DESCRIPTION

POSITION: Assistant Corporate Nurse	JOB CLASS: Regular, Exempt; Level II
REPORTS TO: Corporate Nurse	EFFECTIVE DATE: July 2015

I. SUMMARY STATEMENT: (Purpose, objectives and functions of the position)

The Assistant Corporate Nurse position will work in conjunction with the Corporate Nurse in providing leadership, guidance and support to the administrative staff and direct support staff, which includes education, training, and relevant nursing oversight and direction. Oversees and provides direction necessary to adhere to the JFM policies currently in place that support the people served. Will develop professional relationships with management and employees to be able to resolve daily challenges and issues. Is directly involved in plans and programs relating to the nursing care of the people served by JFM. Many of the people we serve have acute or chronic physical/psychological conditions and behavioral challenges that require evaluation and treatment. Services are provided under the direction of outside professionals.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1. COMMUNICATION:** Must communicate directly and clearly with coworkers, people served, direct support staff, family members, guardians, caseworkers, medical and emergency professionals outside of JFM, state officials including DHHS and CDC as well as the public. The Corporate Nurse must follow written and verbal directions and actively support the goals, objectives, and philosophy of the organization. Communication may be verbal, in writing, or through basic sign language or gestures as needed. Must be able to interpret body language, vocalizations, and physiological signs. Offer ongoing, positive feedback, direction, coaching and support as needed.
- 2. ADMINISTRATION:** Oversees the daily operation of all nursing and medical services in Adult Services programs in collaboration with the agency administration. Must prioritize tasks for maximum efficiency and effectiveness as well as support the Corporate Nurse with any tasks requiring assistance from more than one nursing staff. As part of the daily routine, tasks may include collecting data, telephone triage with Physicians, preparing reports and other documentation.
- 3. QUALITY ASSURANCE:** Responsible for achieving and providing optimal nursing services quality by assuring that service objective, standards of nursing practice, and nursing policies and procedure manuals are followed by all others in Adult Services to achieve the highest levels of nursing care. Surveys are conducted by the use of parent / guardian satisfaction surveys, standards of service assessments, annual

licensing surveys conducted by the state of Maine and informal feedback from both internal and external sources.

4. **CLINICAL:** The Assistant Corporate Nurse will participate in the implementation of persons served nursing care policies and procedures. Assist and/or or supervise all aspects of nursing care to include implementation of clinical procedures. Must supervise care without directly observing care that is being performed by staff within the residential homes.
5. **MEDICAL HEALTHCARE PLANNING:** Conduct nursing assessments in order to become familiar with the medical history and needs of the people served by JFM. The Assistant Corporate Nurse will train all staff working with the individual on the medical Healthcare plans that are developed by the Corporate Nurse.
6. **SAFETY:** Supervise and implement procedures and guidelines that wi11 assure the health and safety of all persons served, staff, and visitors. Establish a high priority for safe work practices, providing opportunity for team participation, staying in compliance with the Occupational Safety and Health Act (OSHA) and JFM safety guidelines. Also, implement state and federal required Infection Control and Prevention Program.
7. **MEDICAL/HEALTH RESPONSIBILITIES/ PATIENT CARE:** Along with the Corporate Nurse, Assistant Corporate Nurse is involved in supervising the following: appropriate administration of medications and its documentation; ensuring medical/health related needs are met; ensure that all staff observe, record, and report any unusual circumstances; ensure that program procedures and policies are followed. Triaging/Assessing, providing clinical judgement. In addition, the Assistant Corporate Nurse will also perform all routine medical care for adults served when needed such as intramuscular injections, straight catheters, and head to toe skin assessments, G-tube maintenance and flushing, wound assessment, care and staging as well as ear irrigation. The Assistant Corporate Nurse is tasked with overseeing Adult Service's employees performing medical/health care to people supported without directly observing care being performed on a 24-hour basis. For this reason, the Maine State Board of Nursing for all Adult Service's employees' responsibilities, duties and quality of patient care holds the medical license of the Assistant Corporate Nurse accountable.
8. **ADMISSION/ DISCHARGE/ HOSPICE/ END OF LIFE:** Acts as the secondary agency hospital liaison's for all Admissions and Discharges in Residential Services. For hospice or end of life care, the Assistant Corporate Nurse coordinates all admission and discharge planning with providers when applicable and when

Corporate Nurse is not available. In addition, counsels staff, family members and person supported on end of life care.

- 9. MEDICATION DISPOSAL:** Ensure all medications are disposed of properly, which includes working with local law enforcement on the Drug Take Back Program. This occurs at least monthly and includes the inventory of each medication with the Administrator and the following of state, local and federal regulations.
- 10. COVID PROGRAM DEVELOPMENT:** The Assistant Corporate Nurse is responsible for aiding with the Covid Program Development and oversight including policies, procedures, protocols, assisting with testing as needed and testing people supported. Develops infectious timelines of outbreaks; scheduling future testing per CDC recommendations and guidelines, and communicating with infected individuals and their families.
- 11. INTERMEDIATE CARE FACILITY:** Along with the Corporate Nurse, the Assistant Corporate Nurse assists with monitoring the nursing and healthcare services at the Intermediate Care facility that would include policy compliance and adherence to procedures related to medication administration. The Assistant Corporate Nurse regularly observes and evaluates the administration of medications to the people we support. The Assistant Corporate Nurse also provides in-service training relative to all medical diagnosis, infection control practices, training all staff on detecting symptoms, illnesses and any skill needed to care for the people we support. The Assistant Corporate Nurse will also complete monthly health care reports and assessments on all people supported that reside at the Intermediate Care Facility. Ensure staff maintain current Certified Residential Medication Administration (CRMA) certificate.
- 12. COMPLIANCE REPORTING:** The Assistant Corporate Nurse will adhere to compliance for all JFM procedures, policies, and federal/state / local regulations. These include, but are not limited to restriction of rights, abuse/neglect/exploitation/ mistreatment reporting, quality assurance reporting, and data collection / record keeping. Any knowledge or suspicion of abuse, neglect, mistreatment, or exploitation must immediately be reported to the supervisor and in accordance with JFM procedures.
- 13. TRAINING & DEVELOPMENT:** The Assistant Corporate Nurse is responsible for his/her professional development by seeking appropriate in-service training, workshops on management and clinical administration, and staying up-to-date on new developments. Special emphasis is required toward understanding the evolving medical needs of the people served by JFM.
 - A. Promotes continuous education and training for administrative and direct support staff, ensuring that all team members are cognizant of policies and

procedures, and interpretation of policy / procedures when needed. Must demonstrate, teach and support the goals and philosophies of the agency to the entire team.

- B. As needed, train and assist staff with the CRMA course that includes the initial class and recertification class. Also, may train as needed on diabetes, epi-pen, bronchodilators, nebulizers, oxygen use, G-tube medication administration, G-tube feedings, maintaining Foley catheter care, Bair Hugger, skin integrity care (wound care).

14. OTHER DUTIES: May be asked to participate on JFM committees or work on other projects. Other related duties may be added to this job description as needed or assigned by the supervisor at any time.

III. JOB COMPONENTS:

A. Management: Implements appropriate program plans, procedures, assessments and policy in accordance with applicable local, State, Federal laws and JFM standards.

B. Confidentiality: Daily involvement with sensitive issues. All activity requires conducting business with strict adherence to confidentiality. Decorum and integrity characterize all phases of this position.

C. Decision Making: The Assistant Corporate Nurse will adhere decisions relating to management of respective programs, health, and safety. Any non-routine decisions are to be referred to the supervisor.

D. Contacts (internal and external): Interfaces with public and private organizations at meetings, seminars and training to acquire new and innovative practices in upgrade of services. Attends and / or facilitates meetings to communicate program initiatives and to promote partnerships within JFM and the community. Secondary contact for JFM in all matters related to health care services for adults with the state of Maine, CDC, hospitals, Physicians and other medical/emergency personnel.

F. Environment: Daily work activity is conducted in both Central Office and adult services programs, which involve movement in communities. Physical activities may require some minor lifting such as assisting with lift transfers, operating Hoyer lifts, providing post mortem care and assisting with ambulation.

G. Equipment / Machines Used: Use of a Personal Computer (PC) is essential in the discharge of daily duties. It is recommended that the Assistant Corporate Nurse have a reliable personal vehicle for travel to seminars and meetings. Equipment and machinery typically found in an office and nursing setting will be used on a consistent basis in the daily work activity.

IV. QUALIFICATIONS:

- A. Education / Experience:** Current state of Maine Registered Nurse license is required; BSN preferred. Ten years working directly with persons with developmental disabilities. Working knowledge of nursing services, habilitation, and regulations is highly preferred.
- B. Skills/Abilities:** Familiarity with terms used in the social work field and experience with DHHS agencies desirable. Ability to participate in interdisciplinary teams and work with a variety of service providers, case managers, and State agencies. Ability to write procedures and policies. Ability to type; familiarity with Microsoft® Office software is highly preferred.
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I have read and understand the above job description and will perform the duties to the best of my ability and knowledge. I have been given the opportunity to ask any questions I may have regarding this position and understand that the supervisor is available to provide clarification. I understand that this is not a contract of employment and that the duties, responsibilities and conditions outlined may be changed to meet organizational needs.

(Printed Name)

(Signature)

(Date)