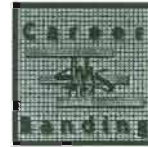




**OFFICE OF STATE PERSONNEL**  
**BANDED POSITION**



Name of Employee:	Present Classification Title
	Professional Nurse
BEACON Position Number	Usual Working Title of Position
	Professional Nurse
RJ Blackley ADATC	Institution & Division
DHHS	RJ Blackley ADATC
Street Address, City and County	Section & Unit
1003 12 <sup>th</sup> Street	Nursing
Location of Workplace, Bldg. And Room Number	Supervisor's Position Title & Number
44, 45, 46, 47	
Name of Immediate Supervisor	Work Hours
	7:00 am – 3:30 pm – 1 <sup>st</sup> Shift
Work Schedule	3:00 pm – 11:30 pm – 2 <sup>nd</sup> Shift
Works every other weekend and alternates major holidays.	11:00 pm – 7:30 am – 3 <sup>rd</sup> Shift

**Primary Purpose of the Organizational Unit:**

RJ Blackley ADATC (Drug Abuse Treatment Center) (RJB) is an eighty (80) bed freestanding medically monitored inpatient facility whose primary mission is to treat substance dependent adults of the Central Region of North Carolina. RJB is seeking CMS certification as a psychiatric hospital. RJB is designed to treat those substance dependent patients whose addiction is severe enough to warrant placement in a level III.9 facility as per the American Association of Addiction Medicine (ASAM) and/or those patients who are dually diagnosed (suffer from both a substance dependence diagnosis and co-morbid psychiatric diagnosis). Under single portal agreements, all patients are referred to the facility by the various area programs/LMEs in the South/Central Region of North Carolina. Upon discharge, all patients are referred back to the LME and or provider for continuation of their care.

The RJB Treatment Program assesses the biopsychosocial, detoxification, crisis management and rehabilitation needs of patients, utilizing a variety of clinical disciplines. The Nursing Department has the responsibility for the milieu and safe environment, infection control, collection of urine drug screens as well as other routine admission and special laboratory specimens, administration of medication, treatments, assessment, planning and implementing and evaluating patient care, participation in treatment teams, leading groups, therapeutic interactions with patients and family members.

**Primary Purpose of Position:**

The Registered Nurse (RN) is to provide comprehensive patient care both directly and indirectly to patients at the RJ Blackley Alcohol and Drug Abuse Treatment Center (ADATC). The priority of the nurse is safety for the patients and staff, and safety of the environment. The Nurse *may* be assigned to a primary ward, however cross training is required, and nurses float from ward to ward as dictated by the needs of the patients, the skills of the staff members for the particular shift, and at times to provide continuity for a nurse who is working overtime. The nurse is responsible for assessing the patient, planning care (Nursing Care Plans), implementing care and evaluating of care provided. He/She will facilitate educational and supportive groups; provide individual/group education related to specific disease processes, preventive health, medication usage. The nurse is responsible for day to day direction of Health Care Technicians assigned to the ward and participates in the evaluation of HCTs assigned to the primary ward. The nurse is the designated person in charge and will direct interventions in a crisis.



**Work Schedule**

Usual hours are:

1<sup>st</sup> Shift – 7:00 am – 3:30 pm

2<sup>nd</sup> Shift – 3:00 pm – 11:30 pm

3<sup>rd</sup> Shift – 11:00 pm – 7:30 am

Works every other weekend and alternates major holidays.

Being part of RJB-ADATC Nursing Department includes following guidelines related to the minimum staffing that must be maintained on each of the shifts. This involves being assigned a Red Dot designation for the shift.

**Change in Responsibilities or Organizational Relationship**

1. Although he/she may be assigned specifically to day/evening/night shift, the Nurse is expected to provide coverage in any area or shift as needed to provide a full range of services. This may require working extra hours or coming to work on days off if Nurse coverage is not adequate to meet the needs of the patients safely.
2. The patient population of RJB-ADATC has changed and will continue to change as we respond to the Division’s requirements. These requirements and changes may result in:
  - a) The admission of patients who have more complex substance abuse diagnoses that involve multiple substances including narcotics, benzodiazepines, marijuana, and multiple combinations of these;
  - b) Treating patients who have more chronic physical illnesses, as well as untreated acute conditions;
  - c) Treating patients with co-occurring disorders resulting in overall higher acuity;
  - d) The position is expected to adhere to RJB-ADATC policies, RJB-ADATC Nursing Policies, Infection Control, Safety and Human Resources Policies.
3. The Nursing Department is under the direction of the Director of Nursing (DON) of RJ Blackley ADATC.

65%	<p><b>Description of Work:</b></p> <p><b>Direct Patient Care</b></p> <ol style="list-style-type: none"> <li>1. Provides direct nursing care using the nursing process (assessment, planning, intervention, evaluation) to a specific patient population including: Assessing patient and documenting findings at time of admission; assessing and documenting patient’s status following transfer; and assessing and documenting patient’s response and status per the RJB Documentation Policy.</li> <li>2. Administers medications and evaluates for effectiveness considering the pharmacologic effect of the medication on the patient with substance abuse history; assesses the need for prn medications and documents results/effectiveness. Fax physician orders and confirms the accuracy of the transcription by pharmacy. Administers medications per facility protocol and utilizing the two (2) patient identifiers.</li> <li>3. Provides direct physical care to patients as needed: dressings, monitoring physical status, e.g., blood glucose measurements, evaluates vital signs that are out of normal ranges; assures that ADL needs are met. Performs procedures such as catheterizing for urine specimens, venipuncture for lab specimens, collection of supervised specimens for urine drug screens, assisting as needed with suturing, physical exams, and others as required to implement patient care; including, intravenous therapy initiation and monitoring.</li> <li>4. Develops individualized nursing care plans for a specific patient population that address physical and psychosocial needs; plans interventions to address identified patient needs. Implements interventions or directs implementation by other staff. Determines the efficacy of patient care provided and the patient’s progress. Rewrites plans and modifies as needed to assist the patient with the recovery process.  Monitors patients for physical and psychological changes providing increased level of monitoring for those experiencing difficulty with drug or alcohol withdrawal.</li> <li>5. Represents Nursing on the Treatment Team, or participates in Treatment Team Planning process by gathering information and preparing plans: attends team meetings providing information regarding patient behaviors,</li> </ol>
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	<p>needs and response to treatment from data gathered, provides input into the development of plan of care for patients.</p> <ol style="list-style-type: none"> <li>6. Utilizes therapeutic interventions and communication in 1:1 or group activities. Provides on-going patient education regarding health, self-care, socialization skills, medication, and other appropriate topics utilizing approved handouts/guidelines, and principles of adult learning.</li> <li>7. Facilitates patient transfers to other units or facilities such as Central Regional Hospital or Durham Regional Hospital, and provides nursing input regarding patient’s condition including written transfer summaries.</li> <li>8. Manages the milieu by assessing the patient mix and demonstrating awareness of and interventions with individuals having a negative impact on group behavior.</li> <li>9. Intervenes in Medical and psychiatric crises following established policies and procedures.</li> <li>10. Participates in Substance Abuse programming acting such as skill training, reinforcement for substance abuse education; may lead or co-lead groups as assigned.</li> </ol>
10%	<p><b>Management of Care Delivery</b></p> <ol style="list-style-type: none"> <li>1. Assigns and coordinates delivery of patient care on assigned ward(s) based on patients need and staff member’s competencies.</li> <li>2. Supervises and evaluates HCTs for adherence to policies, procedures and standards; therapeutic interactions with patients; documentation and compliance with plans of care. This is accomplished by direct observation while working directly with HCTs in providing patient care. Consults regularly with ward personnel regarding patient care and ward assignments, keeping supervisor informed in order to receive appropriate feedback.</li> <li>3. Makes rounds on all patients and observes staff members for the purpose of evaluating skills, providing supervision and role modeling therapeutic communications and behavior.</li> <li>4. Participates in peer review and other Quality Improvement activities to assure continuous quality improvement in patient care.</li> <li>5. Works closely with staff to assess strengths and weaknesses providing on-going feedback regarding performance; provides input to supervisors for improvement plans and to Education Coordinator for training needs of staff. Completes PMP including at least biannual evaluations on assigned HCTs; in consultation with supervisor/DON, participates in writing Development Plans when indicated.</li> <li>6. When assigned, acts as Relief Supervisor in absence of shift Supervisor, assuming responsibility for the shift assignment of staff and of directing and monitoring activities, troubleshooting and assisting where needed.</li> </ol>
10%	<p><b>Communication</b></p> <ol style="list-style-type: none"> <li>1. Participates in team meetings by attendance or through written or verbal communication regarding the needs and care of their assign patients.</li> <li>2. Informs nursing supervisor/physicians of any change in patient status.       <ol style="list-style-type: none"> <li>a. Notifies physician of any new problems requiring care, interventions, and changes in condition.</li> <li>b. Requires nursing judgment and decision making as to whether current orders cover needs of patient; whether new problem is emerging that requires physician evaluation and diagnosis.</li> </ol> </li> <li>3. Reports pertinent information, which is clear, concise, and detailed in shift, reports, 24-hour reports, ward summaries; reports unauthorized absences to immediate supervisor and initiates appropriate action and documentation.       <ol style="list-style-type: none"> <li>a. Receives oral and written report from staff of previous shift and gives report at end of shift.</li> </ol> </li> <li>4. Documents in patients’ chart according to nursing policies for documentation.</li> <li>5. Facilitates open communication with all levels of staff; encourages all levels of staff to communicate through proper supervision channels. Utilizes motivational interviewing approach with patients and role models this for other staff members.</li> </ol>

	6. Meets with employees regularly to discuss job expectations and employee performance.
10%	<p><b>Customer Service</b></p> <ol style="list-style-type: none"> <li>1. Consistently demonstrates concern and courtesy towards patients and families or significant others as well as towards co-workers.</li> <li>2. Demonstrates respect for individual and cultural differences.</li> <li>3. Effectively identifies customers' needs and responds appropriately, whether these are peers, colleagues from other disciplines, supervisors or patients.</li> </ol>
5%	<p><b>On-going Professional Competency</b></p> <ol style="list-style-type: none"> <li>1. Maintains own professional competence and seeks opportunities to improve knowledge and skills in nursing/psychiatric care through participation in continuing education.</li> <li>2. Demonstrates on-going competencies specific to the adult substance abuse population, nursing process, basic psychiatric nursing, medical emergencies, infection control. Demonstrates competency with blood glucose measuring equipment, venipuncture, Fax, and basic computer skills of opening database, entering information, and saving data.</li> </ol>
	<p><b>Other Position Characteristics</b></p> <ol style="list-style-type: none"> <li>1. <b>Accuracy Required in Work</b> As near 100% accuracy as possible is required to assure quality patient care is provided and that the safety of the staff is maintained.</li> <li>2. <b>Consequences of Error</b> Errors in judgment may result in life threatening situations, prolonged hospitalization and increased cost to the State.</li> <li>3. <b>Instructions Provided to Employees</b> ADATC Orientation, inservices as needed, yearly-required updates on Safety, NVCI, and Infection Control. Written and verbal assignments/instruction from Supervisor, Education Coordinator or DON. Assignments may be changed during the shift according to the needs of the ward and patients.</li> <li>4. <b>Guidelines, Regulations, Policies, and References Used by Employee</b> North Carolina Nurse Practice Act, ADATC Nursing Manual, ADATC Clinical Care Manual, other ADATC policy manuals (Safety, Infection Control, Nutrition Services, Lab), Hot Books on Ward (updates, new policies, etc.), Nursing Literature, Memos, PDR, TJC and CMS standards.</li> <li>5. <b>Supervision Received by Employee</b> Direct supervision is given by the respective shift Supervisor and/or DON. Indirect supervision by ADATC Management Team,</li> <li>6. <b>Variety and Purpose of Personal Contacts</b> <ol style="list-style-type: none"> <li>a. Daily Contact with Shift Supervisor and staff</li> <li>b. Regular Contact with DON</li> <li>c. Frequent Contact with Physicians, Substance Abuse Counselors Recreational Therapists, Social Worker, HIM staff</li> <li>d. Frequent Contact with Laboratory personnel, Pharmacy and Nutrition Services</li> <li>e. Regular Contact with physician on call</li> <li>f. Weekly contact with visitors</li> <li>g. Infrequent Contact with PSO and Advocacy</li> </ol> </li> </ol>



h. Infrequent Contact with persons outside of RJB/ADATC

**7. Physical Effort**

Physical effort required in this position includes walking 3-5 hours per shift; climb stairs; descending stairs; lifting up to 50 pounds; must perform CPR crouching on knees, using hands and arms to do compression or use ambubag to breathe for victim. Participate as needed in restraining aggressive, combative patient who is out of control using approved NVC techniques; sitting to write progress notes, reports, etc. Must be able to work extended hours without losing effectiveness when necessary.

**8. Work Environment and Conditions**

Exposed to variety of patient s with mental and physical problems. At times, patients may be aggressive/combative. There are high noise levels at times, varying ward temperatures, and various odors in the work environment. Once per month exposure to insecticides. At risk for exposure to various infectious diseases such as TB, Hepatitis and AIDS, and is expected to use Universal/Standard precautions in all situations.

The sections of the ADATC building create long walking distances, which impact the availability of staff to assist one another, as well as distances to cover upstairs and downstairs in order to monitor staff and patients. The area is smoke free. There are varying temperatures on the wards.

**9. Machines, Tools, Instruments, Equipment, and Materials Used**

Omnicell/SafetyMed, sphygmomanometer, blood glucose monitoring equipment, sterile and non-sterile treatment supplies, needles, syringes, wheelchairs, stretchers, pens, pencils, copy machine, FAX machine, computers, printers, telephones, pulse oximetry equipment, pagers, flashlight. Fire Panel, Emergency Equipment including AED, O 2 tanks and tubes, Code Cart, ambu bag

**10. Visual Attention, Mental Concentration, and Manipulative Skills**

Close visual attention and mental concentration are required for 99.9% of activities and tasks expected of this position, example preparing and administering medications. Manipulative skills manual dexterity is required for any physical care task (e.g. venipuncture, blood glucose testing, administering injections, use of some equipment, opening unit dose medications.)

**11. Safety for Others**

The RN in this position is responsible for safety of patients and staff on the assigned ward. When working as Relief Supervisor in the absence of Shift Supervisor or DON, he/she is assigned responsibility for safety of all patients and staff within ADATC. He/She is responsible for following RJB-ADATC policies for Safety and Infection Control, the Emergency Management Plan/COOP, and must ensure adequate shift coverage and patient-to-staff ratios.

**12. Dynamics of Work**

The work is unpredictable as to the number of newly admitted patients to be assessed, number of required notes or NCPs, the number of orders the physicians have written on any given day, the number of Treatment Team Meetings, the acuity of the patients, physical and psychiatric distress, need for prn medications, crisis counseling with patients and/or debriefing with staff members. The RN must be flexible and able to set priorities and re-prioritize as situations present themselves. The RN is expected to ask for and give help from/to other RNs and other staff members as the situation demands in order to provide the best quality care.

**Knowledge, Skills and Abilities**

**Employee must demonstrate knowledge of:**

Professional nursing skills, practices and procedures; principles and practices of psychiatric nursing including psychiatric drugs; substance abuse theory and current treatment practices; growth and development; teaching – learning theory; pain management; impact of social/cultural/ethnic factors on patient care and group dynamics.

**Employee must demonstrate skills in providing direct patient care including:**