



OFFICE OF STATE PERSONNEL
BANDED POSITION



Name of Employee:	Present Classification Title
	LPN
BEACON Position Number	Usual Working Title of Position
	LPN
RJ Blackley ADATC (RJB)	Institution & Division
DHHS	RJ Blackley ADATC (RJB)
Street Address, City and County	Section & Unit
1003 12 th 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 st Shift
Work Schedule	3:00 pm – 11:30 pm – 2 nd Shift
Works every other weekend and alternates major holidays.	11:00 pm – 7:30 am – 3 rd 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 LPN performs nursing care activities as specified in North Carolina Nurse Practice Act under the supervision of the RN. The primary purpose of this position is to administer medications, perform treatments and participate in the planning, implementation and evaluation of patient care. In addition, the LPN will take a lead role in keeping the Work Station and Med Room stocked with forms and supplies, filing MARs and lab work, transcribing orders, etc. The LPN *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.

Work Schedule

Hours according to assigned shift-work; alternates major holidays.
 1st Shift -7:00 am – 3:30 pm
 2nd Shift – 3:00 pm – 11:30 pm
 3rd Shift – 11:00 pm – 7:30 am

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 LPN 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 licensed coverage is not adequate to meet the needs of the patients safely. Other shifts may be implemented to provide coverage as deemed necessary by the Nursing Supervisor.
2. The patient population of RJB 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.

85%	<p>Description of Work:</p> <p>Direct Patient Care</p> <ol style="list-style-type: none"> 1. Prepare and administer medications by oral, intramuscular, intravenous, intradermal, subcutaneous and topical routes. Observe, report and document the local and systemic effects on patients. Follows facility protocol for medication administration. 2. Perform and document basic nursing procedures such as obtaining vital signs, doing sterile treatments, catheterization, collection of specimens (stool, sputum, catheterized urine, blood, gastric aspirates), monitor intake and output, ear irrigations, and glucose monitoring procedures. 3. Notes physician orders following facility policy and procedure. Fax physician orders and confirms the accuracy of the transcription by pharmacy. 4. Receive and verify medications from the Pharmacy. Maintain security of all medication, especially the controlled substances, count control drugs at the beginning and end of shift. 5. Monitor and observe patients; recognize crisis situation, including life threatening events; and assist with interventional procedures according to RJB-ADATC policy. Initiate emergency medical response following policy, and perform CPR if required. 6. Interact with patients (1:1 or in groups) therapeutically. Teach educational classes and educate patients about their medications. 7. Actively participate in treatment interventions such as behavior modification and skills classes. 8. Once per shift, ensures that the med room refrigerator temperature is within the correct range and ensures that all open multi-dose vials are labeled with the open and expiration dates. 9. Lead or co-lead medication education groups. 10. Inventory Med Room and order meds/supplies needed by the patients from pharmacy. Inventory Work Station and obtain needed forms and supplies. 11. Take telephone or verbal orders in emergency situations from physicians.
5%	<p>Communication</p> <ol style="list-style-type: none"> 1. Documents basic nursing procedures and patient’s response, documents pre/post pain ratings, and report pertinent findings related to patient care to the RN. Documents vital sign parameters in Safety Med. 2. Exchange shift report to communicate patient information. Give and receive pertinent information regarding

	<p>patient's condition, medications and new orders from the previous shift.</p> <ol style="list-style-type: none"> 3. Utilize motivational interviewing techniques with patients. Seeks out patients for 1:1 interaction to support recovery efforts. 4. Participate in Interdisciplinary Treatment Team meetings to provide input about patients' care planning; may contribute written information if unable to attend. 5. Attend and participate in licensed staff meetings. 6. Demonstrate leadership and communication skills by role modeling to others, supporting management decisions and appropriately representing RJB-ADATC to families and mental health professionals.
5%	<p>Customer Service</p> <ol style="list-style-type: none"> 1. Consistently demonstrate concern and courtesy with patients and families or significant others and co-workers. 2. Demonstrate respect for individual and cultural differences. 3. Effectively identifies customers' needs and responds appropriately, whether these are peers, colleagues from other disciplines, supervisors or patients.
5%	<p>On-going Professional Competency</p> <ol style="list-style-type: none"> 1. Maintains own professional competence and seeks opportunities to improve knowledge and skills in nursing/psychiatric care through participation in continuing education. 2. Demonstrates on-going competencies specific to the adult substance abuse population, medical emergencies, infection control, medication administration. Demonstrates competency with blood glucose measuring equipment, venipuncture, Fax, and basic computer skills of opening database, entering information, and saving data.
	<p>Other Position Characteristics</p> <ol style="list-style-type: none"> 1. Accuracy Required in Work The greatest accuracy must be pursued in medication confirmation and administration utilizing the two (2) patient identifiers; the handling of crisis situations; documentation of all information on legal records; and treatment procedures. 2. Consequence of Error Errors in medication administration, confirmation of physicians' orders, treatment procedures, omissions and/or inadequate performance of duties could have an adverse effect upon the health and safety of the patient, staff, or other facility personnel. An error in reporting and recording accurate patient information could result in negligence and threaten the health and safety of the patient. 3. Instructions Provided To Employee Instructions can be written and oral, detailed and general, and occur as situations warrant. Most instructions are provided by the Nurse Supervisor, Charge RN, physicians, and treatment team staff members. 4. Guides, Regulations, Policies, and References Used By Employee RJB-ADATC policy/procedure manual, RJB-ADATC Nursing Policy and Procedure Manuals, Laboratory Manual, Dietary Manual, Pharmacy Manual, RJB-ADATC Personnel Manual, National Formularies, Physician's Desk Reference, Drugs and Nursing Implications, Fire and Disaster Evacuation Plans (posted on each ward), patient's charts, N.C. Board of Nursing (Nurse Practice Act), various textbooks, minutes/memos from various meetings, TJC and CMS standards . 5. Supervision Received By Employee Receives frequent oral and written instructions from Nurse Supervisor and other RNs on ward concerning patient care. 6. Variety and Purpose of Personal Contacts

	<p>There are frequent contacts with all levels of staff within the Nursing Department and with other disciplines or services for the purpose of coordinating patient care. Contact with the public occurs on a less frequent basis (Butner PSO – Advocacy).</p> <p>7. Physical Effort</p> <p>Must be able to lift 50 pounds or more in order to perform patient care. Must be able to subdue aggressive, combative patients using approved NVC techniques. May need to push, pull, or physically hold patient. Must perform CPR crouching on knees, using hands and arms to do compressions, using ambu bag to breathe for victim. May have to assist patients in ambulation, push wheelchairs, roll and lift stretchers and move patients from bed to chair, etc.</p> <p>Able to work up to 16 hours when required, remaining physically and emotionally alert in the work setting without losing effectiveness.</p> <p>8. Work Environment and Conditions</p> <p>Exposed to variety of patients with mental and physical illnesses. Patients may be aggressive/combatative at times. There are high levels of noise at times, varying ward temperatures, and various odors in the work environment. At risk for exposure to various infectious diseases such as TB, Hepatitis, and AIDS, and is expected to use Universal Precautions.</p> <p>9. Machine, Tools, Instruments, Equipment, and Materials Used</p> <p>Medication supplies such as B/P cuff, stethoscope, thermometer, glucometer, emergency medical equipment, first aid supplies, needles, syringes, vials, catheters, suctioning equipment, stretchers, wheelchairs are utilized as needed. Charts, keys, medications, office supplies such as pens and pencils, various forms, telephones and fax machines are used everyday.</p> <p>10. Visual Attention, Mental Concentration and Manipulative Skills</p> <p>Visual Attention and mental concentration are constantly required in the confirmation of physician orders and in the administration of medications and treatments. Manipulative skills are necessary to perform certain medical procedures such as venipuncture, CPR, specimen collection, catheterizations, etc. Observational skills are required to assess patient's response to medications/treatments, to assess physical complaints and to assess patient behaviors and interactions with others.</p> <p>11. Safety for Others</p> <p>The LPN is responsible for the safety of patients. This is accomplished by monitoring the patients' physical and emotional well-being and by administering medications and treatments as ordered by the physician, in accordance with facility policy and approved nursing practices designed to maintain standard precautions in handling all blood/body fluids.</p> <p>12. Dynamics of Work</p> <p>Changes in patient behavior necessitate changes in treatment plans/approaches. Physician orders and nursing care plans change frequently requiring the LPN to obtain new medications or other medical supplies, perform different nursing care activities, teach patients about new treatments/meds, etc.</p> <p>Changes in facility policies and procedures, JCAHO and CMS standards, the Nurse Practice Act, and requirements from various other accrediting bodies also have a direct effect on the role and function of LPNs.</p>
<p>Knowledge, Skills and Abilities</p> <p>Employee must demonstrate knowledge of:</p> <p>Nursing skills, practices and procedures appropriate to the LPN level; psychiatric medications; teaching learning theory; group dynamic; psychiatric illnesses common to adults (18-64 years); substance abuse treatment methods.</p> <p>Employee must demonstrate skills in providing direct patient care including:</p> <p>Use of therapeutic communication appropriate to the age and functional ability of the adult (18-64 years); applications of various types of protective devices and restraints; use of NCI techniques to manage aggressive patients; pain management;</p>	

application of Infection Control Practices; and CPR; glucose monitoring.

Employee must demonstrate ability to:

Administer medications to adult patients with substance abuse problems; perform procedures and treatments such as wound care, skin care, irrigation's, etc; teach patients and/or families/significant others about medications using standard patient education materials; conduct 1:1 therapeutic interventions; document per RJB-ADATC policy on e-MARs, progress notes and flow sheets.

Required Minimum Training

1. Graduation from a state accredited school of practical nursing including successful completion of a pharmacology course or 1-year experience and successful completion of a pharmacology course after graduation if LPN course does not include pharmacology.
2. Additional Training/Experience: One year of work experience as an LPN, preferably with psychiatric patients.

Equivalent Training/Experience

1. None

Competencies:

Maintain own professional competencies and seek opportunities to improve knowledge and skills in Nursing/Psychiatric care through participation in continuing education. Demonstrate on-going competencies specific to care of the adult psychiatric patient.

License or Certification Required by Statute or Regulation:

Must be licensed to practice as a Practical Nurse in the state of North Carolina.

Employee's Signature/Title

Date

Supervisor's Signature/Title

Date

HR Manager or Designee Signature

Date

Director's Signature

Date