



# OFFICE OF STATE PERSONNEL

## BANDED POSITION DESCRIPTION FORM



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| Name of Employee   | Present Classification Title<br>Professional Nurse                          |
| Present 8 Digit Position Number/Proposed Number  | Usual Working Title of Position   |
| Department, University, Commission, or Agency<br>Department of Health and Human Services | Institution & Division<br>Walter B. Jones Alcohol, Drug, & Treatment Center |
| Street Address, City and County<br>2577 W.5 <sup>th</sup> Street                         | Section & Unit<br>Nursing Services  |
| Location of Workplace, Bldg. And Room Number   | Supervisor's Position Title & Number  |
| Name of Immediate Supervisor   | Work Hours (i.e. 8:00-5:00pm, etc.)   |
| Work Schedule (i.e. Mon-Fri, rotating shifts, etc.)                                      |   |

**Primary Purpose of the Organizational Unit:**  
 Walter B. Jones Alcohol and Drug Abuse Treatment Center (WBJ/ADATC) serves 38 Eastern Region and South Central Region counties in meeting the short-term, intensive treatment needs of both the alcohol and drug abusing/dependent and psychiatrically involved patients. The secondary mission of this facility is to offer its services as a regional training center.

**Primary Purpose of Position:**  
 The lead nurse provides specialized psychiatric nursing care to individuals and groups of patients through implementation of nursing process. Communicates and plans for patient/program goals with treatment team and educates patients/ families. The nurse assesses, plans, implements, and evaluates each patient's care from admission to discharge; is included on various committees; promotes communication with other departments; offers 1:1 therapeutic counseling as needed; and is a co-leader in group counseling.

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| % | <b>Description of Work:</b> The role of the lead nurse has changed to include a psychiatric component to its duties. The lead nurse will be involved in more patient, family, and staff training as well as counseling. The lead nurse will also be more intricately involved with the treatment team process as a whole. |
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|  | <p><b>Work Schedule:</b></p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> |
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| <p><b>30%</b></p> | <p><b><u>Direct Client Care:</u></b></p> <ul style="list-style-type: none"> <li>* Assesses and evaluates nursing care and client medical needs of those clients assigned to his/her care.<br/>Assists medical provider on daily rounds for the purpose of medical management of the client and information sharing with attending medical provider.</li> <li>* Makes independent rounds on units to assure prescribed care is being administered and necessary follow up is completed.<br/>Monitors therapeutic restrictive orders and assures proper documentation and notification are complete.<br/>Participates in admission, discharge and transfer of clients.<br/>Monitors and assesses intake and output as ordered.<br/>Accompanies clients to clinics, medical appointments and other hospital admissions as requested by medical provider or supervisor.</li> <li>* Performs venipuncture as ordered by medical provider.<br/>Performs EKGs as ordered by medical provider.<br/>Assesses, treats or refers client injury to appropriate medical personnel.</li> <li>* Provides/assists medical emergency care to clients.</li> <li>* Proficient in CPR.</li> </ul> |
| <p><b>20%</b></p> | <p><b><u>Medication Administration:</u></b></p> <ul style="list-style-type: none"> <li>Correctly transcribes medical provider orders accurately.<br/>Assures drug security is maintained.</li> <li>* Administers medications as prescribed.</li> <li>* Performs special treatments and procedures, i.e., tracheotomy care.<br/>Monitors for side effects of medication.</li> <li>* Inservices staff on medical issues/medication.</li> <li>* Assures documentation on Medication Administration Record is complete and correct.</li> <li>* Assures all needed information is documented in the Nurse Notes.</li> </ul>  |
| <p><b>15%</b></p> | <p><b><u>Charge Nurse/Team Nurse Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Completes 24 Hour Nursing Report.<br/>Makes out daily nurse's assignments; changing them as needs arise.</li> <li>* Reassignment of nursing staff according to client needs. This may be for specific cluster or for campus.</li> <li>* Arranges the transport of critically ill clients to other facilities.<br/>Assists supervisor in the performance evaluation of the LPNs and Nurse Aids.</li> <li>* Consistently exercises sound professional nursing judgment.</li> </ul>  |
| <p><b>15%</b></p> | <p><b><u>Interdisciplinary Member:</u></b></p> <ul style="list-style-type: none"> <li>Attends and participates in Treatment Teams as scheduled.</li> <li>* Develops Nursing Plan of Care as ordered by and in conjunction with the attending medical provider.</li> <li>* Completes Annual Nursing Assessment identifying needs both in and out of nursing realm.</li> </ul>  |
| <p><b>15%</b></p> | <p><b><u>Training:</u></b></p> <ul style="list-style-type: none"> <li>Assists with orientation of newly hired nurses.</li> <li>* Writes training and service objectives for clients and actively participates with training.</li> <li>* Provides requested inservice/training to staff.</li> <li>* Assures medication administration is a training time for clients.</li> </ul>   |

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| <b>5%</b> | <p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>* Keeps supervisor informed of significant events and conflicts in work priorities. Completes forms as necessary.</li> <li>* Assists employee injuries providing appropriate treatment/referral when Employee Health Services are not available. Serves on various committees to plan for Nursing Dept. When necessary, performs any duties listed on the LPN job description.</li> </ul> |
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**Education Requirement:**

Graduation from a State Accredited School of Professional Nursing. Prefer working knowledge of seizures, behavior modification, anticonvulsant medication and psychotropic medication is desirable. Computer skills are required.

**Necessary Special Qualifications:**

Licensed by the N. C. Board of Nursing.

**Competencies:** *Knowledge, skills, abilities and attributes required in this position? What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

**Technical Knowledge:** Knowledge of unit organization and standard operational procedures. Ability to lead a team; skill in delegation and making assignments. **Consulting/Advising:** Ability to provide feedback and advice/counsel to nursing staff on care rendered to patients. Ability to plan for and support employees in career development opportunities. **Client/Customer Service:** Ability to work as a team player with multi-disciplinary healthcare staff, facility & custody staff. Ability to deliver services in an organized, timely and methodical manner. Ability to notify patient/client of how to access healthcare. **Critical Thinking:** Ability to independently implement the nursing process (assess, plan, implement & evaluate) to meet patient needs. Ability to be open-minded, organized & systematic, & inquisitive. Ability to be reflective & self-monitoring. Ability to be creative. Ability to demonstrate discernment of patient complaints. **Coaching/Mentoring:** Ability to effectively teach nursing staff through orientation and on-the-job training. Ability to precept subordinate staff on patient care and daily routines. Ability to provide support and assistance to peers/co-workers. **Communication:** Ability to use interview techniques that assist the patient/client in describing his/her symptoms & assist in discerning the situation, using an organization approach. Ability to communicate information to patients, families and staff in a concise & descriptive manner, verbally, in writing, or by demonstration.

**(For a complete list of specific competency expectations refer to the standard competency assessment form for the Nursing Department's journey level Professional Nurse.)**

**License or Certification Required by Statute or Regulation:** *Is a license or certificate required? What kind and type?*  
 License to practice as a Registered Nurse in the State of North Carolina.

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 Employee's Signature/Title

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 Date

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 Supervisor's Signature/Title

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 Date

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 HR Manager or Designee Signature

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 Date